

Part Two

REGISTRATION

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1. **ADVICE AND INFORMATION**

Students who wish academic advice during registration should seek it from their academic advisors.

Students who wish other kinds of information and advice about registration, such as deadlines and procedures, should ask at the Information Centre (SU140).

Students are responsible for the accuracy and completeness of their own registration.

2. **TERMS USED DURING REGISTRATION**

a. **Enrolment and Registration**

For purposes of this Calendar, these terms are used interchangeably.

ULINK: The University's voice response unit which operates the telephone registration system, available to all admitted students.

b. **Year of Student**

Students are classified by year level according to the number of credit hours they have successfully completed (i.e., this does not include courses in which the student is currently registered).

Year	Credit Hours	Number of Successfully Completed (Semester Course Equivalents)
1	0 - 29.5	(0 - 9)
2	30 - 59.5	(10 - 19)
3	60 - 89.5	(20 - 29)
4	90 - 119.5	(30 - 39)
5	120 or above	(40 and above)

c. **Part-Time and Full-Time**

1. a. **Fall and Spring Semesters**

A part-time student is registered in fewer than 9.0 credit hours (three semester courses or equivalent). A full-time student is registered in a minimum of 9.0 credit hours (three or more semester courses or equivalent).

The usual course load for a full-time undergraduate student is 15.0 credit hours (five courses) per semester. It should be stressed, however, that heavy course loads are a common cause of poor academic performance.

b. **Full-Time by Definition**

Students registered in Co-operative Education Work Experience courses are considered to be full-time. Registered M.A. or M.Sc. students are considered to be full-time.

2. **Summer Session - Maximum Load**

Each Faculty and School has legislated maximum enrolments per session for continuing students. See **5.b (p. 34)** for maximum loads for each Faculty/School.

3. **Summer Session - Financial Aid**

For purposes of financial aid, students must be registered in a minimum number of courses per session as indicated below. Independent and Applied

Studies are classified as one course and can be used in only one of the three sessions to determine eligibility for student loan purposes.

Session	I	II	III
Minimum enrolment	1 1/2	1	1

d. Visiting Student

1. Visiting Students register in courses at the University of Lethbridge with credit to be applied toward a program at another institution. A letter from a responsible officer of the receiving institution is required authorizing enrolment in specific courses at the University of Lethbridge which are acceptable for credit at the receiving institution. Such students are subject to the academic regulations of the University of Lethbridge, including both general regulations and any special regulations of the Faculty/School in which they are registered.
2. As it may suit their program, and within the residence requirement of the Faculty/School in which they are enrolled, students in good standing at the University of Lethbridge may be authorized to take courses at another post-secondary institution, if their registration as a Visiting Student is acceptable to that institution.

Application for such authorization must be approved in advance by the Dean/Director of the Faculty/School in which the student is enrolled, and for a specified period. It is the responsibility of the student to ensure that an official transcript of grades earned as a Visiting Student at another institution is sent to the Registrar of the University of Lethbridge.

For some University of Lethbridge programs, students are required to take courses at another institution under Visiting Student authorization. Visiting Student status will be granted to these students. Such courses taken under Visiting Student authorization will be counted as University of Lethbridge courses toward meeting the minimum residence requirement.

For complete information about returning to the University of Lethbridge after time spent elsewhere as a Visiting Students, see **Part 1 - Admission**.

e. Audit Student

An Audit student has been granted permission by the instructor to attend lectures in a course on the understanding that the student may not participate in class discussions (except by invitation of the instructor), submit assignments or sit for examinations. No degree credit is granted for the course. An Audit Registration Form must be submitted to the Registrar's Office by the indicated deadline.

f. Unclassified Student (formerly Occasional Student)

Note: Prior to May 1, 1995, this section was entitled Occasional Student

Unclassified Student registration allows Summer students and persons interested in taking courses for general interest during the Fall and Spring semesters, to register without having to gain admission to the University.

The following conditions apply to registration as an Unclassified Student:

1. Registration as an Unclassified Student is open to any individual not currently admitted to the University, with some restrictions as outlined below. Unclassified Student enrolment does not constitute formal admission to the University. Unclassified Students must present required documents at each registration.
2. Students who have been required to withdraw from this or any other post-secondary institution within the last 12 months are not encouraged to register as Unclassified Students. Courses taken as an Unclassified Student after Required Withdrawal may not be used for credit toward programs to which a student may ultimately be admitted without the express permission of the Faculty(s)/School(s) offering that program.
3. Unclassified Students must meet the University's English Language Proficiency Requirement (see **Part 1 - Admission, Section 10b.2, p. 24**). Unclassified Students must present proof of English Language Proficiency at registration. Failure to present proof will result in denial of registration privileges. Unofficial documents are acceptable.
4. Course prerequisites must be met where applicable and Faculties/Schools are responsible for enforcing prerequisites. Enrolment in some courses may require permission from the relevant Faculty/School. Unclassified Students are required to present unofficial transcripts of prior post-secondary work at registration, if registration into a course with a prerequisite is to proceed.
5. Unclassified Students have access to classes only as space and quotas permit. Registration must take place at dates specified in the **Academic Schedule** at the front of the calendar.
6. Unclassified Students must meet minimum academic standards for continuation of registration privileges. While under the Unclassified Student status, students are allowed a maximum of two grades below C-. Any subsequent grade below C- results in permanent suspension of Unclassified Student registration privileges. Such a suspension of privileges is recorded on the student's transcript.

At the outset of each term, the Registrar will determine registration eligibility for Unclassified Students. For these purposes, each of the Fall semester, Spring semester and the aggregate of all Summer Sessions is considered to be one term.

7. Unclassified Students are not eligible to use the Credit/Non-Credit designation.
 8. Unclassified Students are subject to the same Course Withdrawal policies as admitted students. Please refer to **Section 7d. (p.35)** for complete information.
 9. Unclassified Students may apply for formal admission or readmission at any time through one of the approved admission routes. At the point of admission, courses completed via the Unclassified Student route are included in the admissions decision process.
 10. Unclassified Students whose registration privileges have been suspended may not re-register until they have attended another post-secondary institution and have been offered admission to a University of Lethbridge program.
 11. Students who were previously Required to Withdraw may present courses completed via the Unclassified Student route when reapplying for admission. *Tabula Rasa* may be granted to Unclassified Students who were Required to Withdraw from the University of Lethbridge. If granted, *Tabula Rasa* is applied only to the student's record prior to the point of Required Withdrawal (see **Part 5 - Faculty of Arts and Science, Section 3.e, pp. 69-70**).
 12. Upon subsequent application for admission or readmission, courses completed via Unclassified Student registration may be counted towards the student's program, subject to the appropriate rules of the Faculty/School regarding residence and Required Withdrawal legislation.
 13. Only students who have been admitted to a University of Lethbridge program may graduate with a University of Lethbridge degree, diploma or certificate. However, students who have been previously admitted may graduate while under Unclassified Student status. Such students must have been admitted to the program of graduation at some point. As well, such students must have met the admission and graduation requirements of that program.
 14. Official transcripts are issued for Unclassified Students.
 15. Registration requirements are satisfied by the completion of the Unclassified Student Registration Form and its submission to the Registrar's Office, after paying the registration fee and deposit at the Cashier's Office.
 16. The University routinely offers non-credit programs to selected groups of students, as do other agencies. Such students may not be eligible for registration via the Unclassified Student route. With the permission of the Assistant Vice-President (Students), students participating in approved non-credit programs may register concurrently in credit courses as Unclassified Students. Such registrations must be authorized in advance by the Assistant Vice-President (Students).
 17. Students denied registration privileges may appeal in writing to the Associate Registrar. Such appeals will be dealt with by the Associate Registrar and the Assistant Vice-President (Students).
- 3. WHEN TO REGISTER**
- See the **Academic Schedule** at the front of this Calendar for specific registration dates. Students who fail to complete registration during the specified period may be assessed a late fee.
- a. **New Students and Those Returning After an Absence**
After applications have been processed, those eligible for admission receive full instructions on the procedures to be followed to complete registration.
 - b. **Graduated Students**
A student who has graduated from a program at the University must successfully apply for admission to another program in order to pursue studies as an admitted student. Otherwise, such students must register using the Unclassified Student route.
 - c. **Admitted Students**
Students currently registered at the University register at the times indicated in the **Academic Schedule**.
 - d. **Registration in Off-Campus Courses**
Each semester the University offers courses at a number of off-campus centres. Unclassified Students may register in these courses in person or by mail. Admitted students may register using ULINK.
 - e. **Applied Studies**
Registration in Applied Studies courses is not tied to the semester. Registration is initiated in the Office of Applied Studies (D610; 329-2000).

4. ORDER OF REGISTRATION

a. Within the Academic Year

Priority of registration is as follows:

- *First priority:* students admitted to the University of Lethbridge, pursuing programs of study offered by the University, continuing from one Fall or Spring semester to the next term.
- *Second priority:* students newly admitted to the University of Lethbridge or readmitted after an absence of a minimum of one Fall or Spring semester.
- *Third priority:* Unclassified Students and Visiting Students admitted to the University with a letter of permission from their home institutions.
- *Fourth priority:* Audit Students not admitted to the University.

b. At Early Registration

1. Graduate, Second Degree, Diploma students.
2. Fourth-year and higher students, second-year Post-Diploma students.
3. Third-year students, first-year Post-Diploma students.
4. Second-year students.
5. First-year and Management Certificate students.

Within groups two to five, students will be further prioritized:

- According to their successfully completed hours.
- With the first group of students in their priority group, for students who have been verified as having a disability. For verification, see the Assistant Vice-President (Students) (see **Part 15 - General Services, Section 13 - Disabilities, p. 400**).
- With the first group of students in their priority group, students who hold a Canada Scholarship. For verification, see the Assistant Vice-President (Students).

c. After Early Registration

Newly admitted students will be permitted to register, upon accepting the Offer of Admission by paying the Confirmation of Admission Deposit.

Continuing students who did not register during Early Registration will be permitted to register on a first-come first-served basis.

d. Other

Registration for off-campus courses organized by organizations affiliated with the University may occur outside of the legislated Order of Registration.

5. REGISTRATION LIMITATIONS

a. Timetable Conflicts

Students are not permitted to register in two classes which are offered at the same time. To avoid delays at registration, students must consult the Timetable carefully. Registration into classes which overlap or create time conflicts will not be processed.

b. Maximum Credit Hours

During Early Registration, the maximum number of credit hours in which a student may register is 15.0 (five course equivalents). During the first week of classes, students may increase their loads to the maximum allowed by their respective Faculty/School. Physical Activities, Drama Activities, Music Ensemble Activities and Education Professional Development courses carry credit hours equal to 1.5. Generally, most other courses have an equivalent of 3.0 credit hours.

Students wishing to register in more than the maximum credit hours (semester course equivalents) allowed must obtain approval of the Faculty/School in which they are enrolled.

- In Arts and Science, student must obtain permission if they wish to exceed the following maximum credit hours (as determined by academic standing:

Probation

12.0 credit hours (4 courses)

In Good Standing

Normal	15.0 credit hours (5 courses)
Maximum	18.0 credit hours (6 courses)

- In all other Faculties/Schools, students must obtain permission if they wish to exceed the following maximum credit hours:

Education	15.0 credit hours (5 courses)
Fine Arts	15.0 credit hours (5 courses)
Management	15.0 credit hours (5 courses)
Nursing	15.0 credit hours (5 courses)

- Summer Session (semester course equivalents):

Session	I	II	III
Arts and Science	2	2	2
Education	3	2	1
Fine Arts	3	2	2
Management	2	2	2
Nursing	3	2	1

c. Duplication of Registration

A student may not be registered in the same course in more than one semester simultaneously (e.g., in both Summer Session and Fall semester).

d. Faculty/School Quotas

Admission to the University does not constitute a guarantee that a student will be able to register for any

specific course in a given semester. Enrolment limits are enforced by all Faculties and Schools.

e. Graduated Students

A student who has graduated from a program at the University must successfully apply for admission to another program in order to pursue studies as an admitted student. Otherwise such students must register using the Unclassified Student route.

6. COURSE ADD/DROP

Courses may be added and/or dropped after initial registration. No changes other than withdrawals from individual courses are permitted after the Add/Drop period.

7. CANCELLATION AND WITHDRAWAL

a. Cancellation of Registration

Students may cancel their registrations up to and including the last day of Add/Drop. In the Fall and Spring semesters, students who cancel their registrations forfeit the \$75 non-refundable Registration Deposit. Unclassified Students forfeit the \$75 non-refundable Registration Deposit and the \$25 Registration Fee when they cancel their registrations in the Fall and Spring semesters. Unclassified Students forfeit only the \$25 non-refundable Registration Deposit when they cancel their Registration during the Summer Session. Admitted students cancel their registration using ULINK. Unclassified and Visiting Students must cancel in writing at the Registrar's Office.

b. Complete Withdrawal

A student wishing to withdraw from the semester must notify the Registrar's Office by submitting a Complete Withdrawal Form which can be obtained from the Registrar's Office. The date this form is received by the Registrar will be the official withdrawal date for purposes of fee assessment.

A "Complete Withdrawal with Cause" is available only through Faculty/School Advising Offices.

Failure to comply with this requirement results in the assignment of failing grades and full assessment of fees (see **Part 3, Fees - Sections 8b. and c., Withdrawals and Refunds, p. 41**). Grades are not assigned when a student withdraws before the end of the ninth week of a semester. Students registered in Summer Session should consult the Summer Session Calendar for details of the complete withdrawal procedure and related deadline dates.

Students who mail their withdrawal forms are encouraged to use Registered Mail.

c. Course Withdrawal - Part-Time and Full-Time Status

1. Fall and Spring Semesters

Full-time students who withdraw from courses but remain registered in three semester course equivalents retain classification as full-time students.

Full-time students who withdraw from courses, resulting in registration in fewer than three semester course equivalents, are reclassified as part-time.

2. Summer Session

Students in Summer Session who withdraw from courses and fall below the minimum registrations are considered part-time:

Summer Session I: 1 1/2

Summer Session II: 1

Summer Session III: 1

Students registered in Summer Session should consult the Summer Session Calendar for details of the course withdrawal procedure and related deadline dates.

3. Once students drop below full-time status, advantages accruing to the student by virtue of full-time status are at that point nullified, both within the University and with external agencies, including the Alberta Students Finance Board.

d. Course Withdrawal

1. "W" - Individual Course Withdrawal

Students are awarded a "W" designation for any course from which they choose to withdraw after the first Add/Drop period and before the ninth week of a Fall or Spring semester, provided the student remains registered in one or more courses. Withdrawal deadlines for Summer Session vary and may be found in the **Academic Schedule**. Students may be entitled to a pro-rated refund for courses from which they have withdrawn.

Some Faculties/Schools have limits on the number of courses from which students can casually withdraw during the Fall and Spring semesters (see **Part 4 - Academic Regulations**).

2. "WC" - Withdrawal with Cause

The designation "WC" is recorded only in case of serious illness or other extenuating circumstances beyond the control of the student which makes continuation in a course impossible and where an "Incomplete" designation is not in order. The "WC" is recorded only on application to the Faculty/School Advising Office. A student may apply for a "WC" after the Add/Drop up to and including the last day of classes.

3. "WF" - Withdrawal Fail

For those Faculties/Schools which currently have a Withdrawal Policy limiting the number of individual course withdrawals a student may have, the following holds:

- a. Courses from which a student withdraws which are in excess of the Faculty/School maximum receive a grade designation of "WF" - Withdrawal Fail. See **Part 4 - Academic Regulations**.
- b. Courses from which a student withdraws which are excluded from the Faculty/School maximum include:
 - Courses in which a student is registered at the time of complete withdrawal from the University.
 - Summer Session courses from which a student withdraws.
 - Courses from which a student withdraws for which a "WC" is authorized.