

Part 2

REGISTRATION

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1. STUDENT RECORDS RETENTION POLICY

The permanent official folder for each student is maintained by the Registrar's Office. The contents of this folder shall be destroyed according to the following schedule:

- a. For students who have graduated, five years after the most recent registration activity of any description, except for those files containing documents pertaining to disciplinary action.
- b. For students who have not graduated, seven years after the most recent registration activity of any description, except for those files containing documents pertaining to disciplinary action.

Prior to the destruction of the folder, the Registrar's Office shall ensure that the contents of the file are reflected in the student's electronic record, according to the policies governing admission, registration and academic history.

For more information, see Confidentiality of Student Records Policy (Part 4 - Academic Regulations, Section 9.c., p. 81).

2. ADVICE AND INFORMATION

Students who require advice or additional information regarding their programs during registration should seek it from a relevant academic advisor.

Students who require other kinds of information and advice about registration, such as deadlines and procedures, should consult the Registrar's Office website at www.uleth.ca/ross or ask at the Information Centre (SU140).

Students are responsible for the accuracy and completeness of their own registration, and are liable for the fees for courses in which they are registered.

Students who decide not to attend the University must cancel their registration prior to the Add/Drop deadline (see Section 8. Cancellation and Withdrawal, p. 54).

3. TERMS USED DURING REGISTRATION

a. Bridge

The University's online registration system is available for all students (www.uleth.ca/bridge).

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. 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.

2. Full-Time by Definition
Students registered in Co-operative Education Work Experience courses are considered to be full-time.
3. Summer Session - Maximum Load
Each Faculty has legislated maximum enrolments per session for continuing students. See **Section 6.b. (p. 54)** for maximum loads for each Faculty.
4. Summer Session - Financial Support
Undergraduate students receiving government student loans for full-time studies during summer (May - August) must be registered in a minimum of 9 credits and enrolled in Summer Session I and II/III or Summer Session I, II and III. It may be possible for Alberta residents to receive Alberta Student Loans for one summer session course, but all other borrowers should check with Scholarships and Student Finance staff about other provincial/territorial eligibility.

d. Visiting and Exchange Students

1. University of Lethbridge Students Studying Elsewhere
Within the residence requirement of the Faculty in which they are enrolled, continuing students in good standing at the University of Lethbridge may be authorized to take courses at another post-secondary institution. Students who wish to study as authorized Visiting or Exchange students at another institution must follow the following procedures:
 - a. Students must apply using an *Application for Visiting Student Authorization* form or an *Application for Exchange Student Authorization* form. Approval in writing **must** be obtained from the appropriate Faculty prior to commencement of studies elsewhere.
 - b. The student will be registered in placeholder courses during the semesters of approved absence from the University of Lethbridge. This allows the student to retain the registration privileges of a Continuing student, and the University to keep track of these students for record keeping purposes.
 - c. The student will register along with other Continuing students for the semester following the approved absence, according to the registration instructions for Continuing students.
 - d. If the student wishes to extend the approved absence, prior approval must be obtained from the appropriate Faculty. Otherwise, when the student subsequently applies for readmission, it will be according to the policies and procedures pertaining to students returning after an absence, thereby forfeiting guaranteed readmission and Continuing student privileges.
2. Visiting and Exchange Students from Other Universities
For complete information on registering as a Visiting or Exchange Student, please see the current **Registration Guide**.

e. Audit a Course

To audit a course, a student must be 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.

Students auditing a course are not required to meet the University's English Language Proficiency (ELP) Requirement.

A student who is only auditing a course is granted the same access to University services as a community user. Community user fees and restrictions will apply.

Refer to the **Academic Schedule (p. 15)** for the semester-applicable deadlines.

f. Open Studies Student

Open Studies student registration allows persons interested in taking courses for general interest to register without having to gain admission to the University. Registration as an Open Studies student is open to any individual not currently admitted to the University with some restrictions.

The following conditions apply to registration as an Open Studies student:

1. Open Studies student enrolment does not constitute formal admission to the University.
2. Students must complete the *Open Studies Registration* form and submit it, along with the registration fee and deposit, to the Registrar's Office each term.
3. 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 Open Studies students. See **Part 1 - Admission, Section 9.i., p. 49**. Courses taken as an Open Studies student after required withdrawal may not be used for credit toward program requirements to which a student may ultimately be admitted without the express permission of the faculties offering that program.
4. Open Studies students must meet the University's English Language Proficiency (ELP) Requirement (see **Part 1 - Admission, Section 6.a., p. 42**). Open Studies students must present proof of English Language Proficiency (ELP) at registration. Failure to present proof will result in denial of registration privileges. Unofficial documents are acceptable. Students taking undergraduate courses should consult the **English Language Proficiency (ELP) Requirement** in the applicable degree program part of the Calendar.
5. Course prerequisites must be met where applicable and faculties are responsible for enforcing prerequisites. Open Studies students are required to present unofficial transcripts of prior secondary and/or post-secondary work at registration, if registration into a course with a prerequisite is to proceed.
6. Open Studies students have access to classes only as space and quotas permit. Registration must take place at dates specified in the **Academic Schedule (p. 15)**.

7. Open Studies students must meet minimum academic standards for continuation of registration privileges. While under Open Studies student status, students are allowed a maximum of two grades below 'C-'. Any subsequent grade below 'C-' results in permanent suspension of Open Studies student registration privileges.
8. Open Studies students are not eligible to use the Credit/Non-Credit designation.
9. Open Studies students are subject to the same Course Withdrawal policies as admitted students. Please refer to **Section 8.d. (p. 55)** for complete information.
10. Open Studies 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 Open Studies student route are included in the admission decision process
11. Open Studies students whose Open Studies 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.
12. Students who were previously Required to Withdraw may present courses completed via the Open Studies student route when reapplying for admission. *Tabula Rasa* may be granted to Open Studies 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 7 - Arts and Science, Section 4.e., p. 99, Part 9 - Fine Arts, Section 4.e.2, p. 172, or Part 10 - Health Sciences, Section 6.c., p. 197**).
13. Upon subsequent application for admission or readmission, courses completed via Open Studies student registration may be counted toward the student's program, subject to the approval of the appropriate rules of the Faculty regarding residence and Required Withdrawal legislation.
14. 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, and not subsequently Required to Withdraw, may graduate while under Open Studies 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).
Students who have been Required to Withdraw must be readmitted to the University and to the program of study before they will be permitted to graduate. Such students must apply for admission according to regular application procedures and deadlines.
15. The University occasionally offers non-credit programs to selected groups of students, as do other agencies. Such students may not be eligible for registration via the Open Studies student route. With the permission of the Registrar, students participating in approved non-credit programs may register concurrently in credit courses as Open Studies students. Such registrations must be authorized in advance by the Registrar.
4. **WHEN TO REGISTER**
See the **Academic Schedule (p. 15)** 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 Open Studies Student route (see **p. 52**).
- c. **Admitted Students**
Students currently registered at the University register at the times indicated in the **Academic Schedule (p. 15)**.
- d. **Registration in Off-Campus Courses**
Each semester the University offers courses at a number of off-campus centres. Open Studies Students may register in these courses in person, by mail or via the Bridge. Admitted students may register using the Bridge.
- e. **Applied Studies**
Registration in Applied Studies courses is initiated by application to the Office of Applied Studies no later than the published deadline in the Timetable and the Registration Guide. Application packages may be obtained from the Office of Applied Studies (AH154; tel. 403-329-2000).
5. **ORDER OF REGISTRATION**
- a. **Within the Academic Year**
Priority of registration is as follows:
- *First priority:* Continuing 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 and Exchange Students (see **p. 52**) attending the University with a letter of permission from their home institutions.
 - *Third priority:* Open Studies Students (see **p. 52**) and Visiting Students (see **p. 52**).
 - *Fourth priority:* Students auditing courses (see **p. 52**).
- b. **At Continuing Student Registration**
1. Graduate, second degree, diploma students
 2. Fourth-year and higher students, second-year post-diploma students, Management Certificate students
 3. Third-year students, first-year post-diploma students
 4. Second-year students

5. First-year 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 Registrar. For details, see also **Part 16 - General Services, Section 1. Accommodated Learning Centre, p. 547.**); and
- with the first group of students in their priority group, students who hold a Canada Scholarship. For verification, see the Registrar.

c. After Continuing Student 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.

6. 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 current semester Timetable. 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. Physical 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 in which they are enrolled.

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

Probation

12.0 credit hours (four courses)

In Good Standing

Normal 15.0 credit hours (five courses)

Maximum 18.0 credit hours (six courses)

- In the Faculty of Education, students may enrol in a maximum of six courses (18.0 credit hours) during a non-practicum semester.
- In the Faculty of Management, the usual course load for a full-time student in good standing is 15.0 credit hours (five courses) per semester. Students on

probation must not exceed 12.0 credit hours (four courses) per semester.

- In all other Faculties, students must obtain permission if they wish to exceed 15.0 credit hours (five courses).

- Summer Session (semester course equivalents):

Session	I	II	III	II/III
Arts and Science	2	2	2	
Education	3	2	1	
Fine Arts	3	2	2	
Health Sciences	3	2	1	
Management	3	1*	1*	3*

* The maximum number of courses Management students may take over Summer Sessions II, III, and II/III is three.

Note: In the event of a difference between the maximum credit hour limits set by the Faculties, students in combined degrees programs will be governed by the more stringent limits.

c. Duplication of Registration

A student may not register in more than one section of a course offering in a semester.

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 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.

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 Open Studies Student route (see p. 52).

f. Holds on Registration

A Faculty may place specific registration requirements upon a student. In such cases, at the request of the respective Dean or designate, the Registrar's Office may restrict a student's access to registration.

7. 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.

8. CANCELLATION AND WITHDRAWAL

a. Classroom Privileges - Students

Students have classroom privileges for the course offering in which they are registered. Classroom privileges mean that a student is entitled to attend class meetings as required by the instructor and detailed in the course outline. Students who are not registered may be granted classroom privileges at the discretion of the instructor. Students who do not have classroom privileges may not attend a class. Instructors may authorize guests to attend a class. Audit registration is also normally available for people who would like to attend a class on a regular basis.

b. Cancellation of Registration

Students may cancel their registrations by the Add/Drop deadline in any semester/session:

- Open Studies Students who cancel their registration by the Add/Drop deadline in a fall or spring semester forfeit the \$80 non-refundable deposit and the non-refundable \$20 Open Studies Student Registration fee.
- Open Studies students who cancel their registration by the Add/Drop deadline in a summer session forfeit the \$20 Open Studies Student Registration fee only.

All students must cancel their registration using the Bridge (www.uleth.ca/bridge).

Students who register and decide not to attend but DO NOT cancel their registration by the Add/Drop deadline shall be assessed tuition and compulsory fees according to the fee assessment schedule in **Part 3 - Fees, Section 8.b. Withdrawals (p. 60)**.

c. 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 the Faculty 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 8.b. Withdrawals (p. 60)** and **Refunds 8.c., (p. 61)**. Grades are not assigned when a student withdraws.

Students are responsible for ensuring that the Registrar's Office receives the request for withdrawal by the relevant deadline. If a student chooses to mail his or her request for withdrawal, then the Registrar's Office recommends that the student use Registered Mail to guarantee delivery.

d. 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 (9.0 credit hours) retain classification as full-time students.

Full-time students who withdraw from courses, resulting in registration in fewer than three semester course equivalents (9.0 credit hours), are reclassified as part-time.

2. Summer Session

Students receiving full-time government student loans for the summer session should contact Scholarships and Student Finance for provincial/territorial student loan eligibility.

Students registered in summer session should consult the **Academic Schedule (p. 15)** for withdrawal dates.

3. Students who drop from full-time to part-time status may not receive the same privileges as full-time students at the University. Furthermore, students who are accessing government student loans and drop to part-time status may lose their eligibility for

further government student loans for a 12-month period and existing government loans may go into repayment early.

e. 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 end 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 (p. 15)**. See **Section 8.b "Withdrawals" in Part 3 - Fees, p. 60**.

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. For admitted students, the 'WC' is recorded only on application to the Faculty advising office. For Open Studies students, the 'WC' is recorded upon application to the Associate Registrar. A student may apply for a 'WC' after Add/Drop, up to and including the last day of classes (see **Section 8.b "Withdrawals" in Part 3 - Fees, p. 60**).

9. APPEAL OF REGISTRATION

Students dissatisfied with decisions regarding registrations are entitled to a review by the Associate Registrar.

If still dissatisfied after this review, the student may address a written appeal to the Registrar who renders the final decision on behalf of the Registrar's Office.

Students who wish to appeal decisions regarding retroactive adjustments to registrations shall have one full year from the last day of the Add/Drop of the semester or summer session during which the course(s) in question were registered.

