

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:

For students who have graduated, five years after the most recent registration activity of any description,

- a. 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 (**Academic Regulations, Section 9.c., p. 81**).

2. ADVICE AND INFORMATION

Students who require advice or additional information regarding their programs during registration should consult their respective graduate program office.

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 programs and 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. 27**).

3. TERMS USED DURING REGISTRATION

a. Enrolment and Registration

For purposes of the University of Lethbridge Graduate Studies Calendar, this term is used interchangeably:

Bridge: The University's online registration system is available for all graduate students to register in their courses (www.uleth.ca/bridge).

b. Part-Time and Full-Time

Continuous registration in the spring, summer and fall semesters is required for full- and part-time students.

Full- and part-time students who do not register in a program in any semester will be considered to have withdrawn unless a leave of absence has been granted by the respective graduate program administrator (see "**Leave of Absence**" in the **General Regulations** section in the applicable program-specific part of the University of Lethbridge 2015/2016 Graduate Studies Calendar).

c. Visiting and Exchange Students

1. University of Lethbridge Students Studying Elsewhere

Under approved exchange arrangements, students pursuing a degree, diploma or certificate at the University of Lethbridge may be permitted to take courses at another post-secondary institution under the Western Deans' Agreement (see the **Western Deans' Agreement** in the appropriate Faculty Part of the Calendar).

2. Visiting and Exchange Students from Other Universities

Under approved exchange arrangements, students who are not pursuing a degree, diploma or certificate at the University of Lethbridge and are registered in programs at other post-secondary institutions may be admitted to take courses under the Western Deans' Agreement (see the **Western**

Deans' Agreement in the appropriate Faculty Part of the Calendar).

Where applicable, with the appropriate permission of the sending and receiving institutions, students may be admitted as Visiting Students for study where formal exchange arrangements are not in place. Students must satisfy the normal admission requirements of the University of Lethbridge.

d. Audit a Course

A student registered in a program must have permission by the instructor and graduate program administrator to audit a course. The student must complete an *Audit Registration* form and submit it to the Registrar's Office by the indicated deadline. Audit courses must be included on the *Approved Program of Study* form for M.A., M.Sc., M.F.A., M.Mus., and Ph.D. students at the time of application.

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

e. 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. Courses taken as an Open Studies student after required withdrawal may not be used for credit toward program requirements for some programs upon readmission. See the appropriate program part for more details.
4. Open Studies students must meet the University's English Language Proficiency (ELP) Requirement. Open Studies students must present proof of ELP at registration. Failure to present proof will result in denial of registration privileges. Unofficial documents are acceptable. Students should consult the **English Language Proficiency (ELP) Requirement** section in the appropriate program Part in the Calendar). 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.
 - a. Waiver of Prerequisite/Corequisite
Students may possess some education experience that provides much of the background usually acquired in a prerequisite or

corequisite to a particular course. In such cases, the student may seek the permission of the Faculty to waive the prerequisite(s) and/or corequisite(s) for that course.

Application for a prerequisite/corequisite waiver must be made through the program office offering the course. Once written permission is received from the relevant program office, a student may register in a course without having completed the prerequisite(s) and/or corequisite(s). Students do not receive credit for the waived prerequisite(s) or corequisite(s).

If a prerequisite or corequisite course is specifically required in a program or major, it must be registered and completed at some point unless a substitution has been approved by the Dean. In the case of courses required for the major, substitutions must be recommended by the Dean of the department/academic unit.

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 'B-'. Any subsequent grade below 'B-' (at the master's level) or B (at the doctoral level) results in permanent suspension of Open Studies student registration privileges. Students should consult the **Admission Requirements and Academic Standards** sections in the applicable program-specific Part of the Calendar.
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 (see the **Admission Requirements** section in the applicable program part of the Calendar).
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.
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 respective graduate program administrator.

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. Admitted Students

Students currently registered at the University register at the times indicated in the **Academic Schedule (p. 15)**.

5. ORDER OF REGISTRATION

Registration occurs in the following order:

1. Continuing Students admitted to the University of Lethbridge pursuing graduate programs of study offered by the University, continuing from one fall, or spring, or summer semester to the next term.
2. Newly admitted students or readmitted after an approved leave of absence and students admitted to another graduate program at the University of Lethbridge and who meet admission requirements. Exchange students attending the University under the Western Deans' Agreement (see the **Western Deans' Agreement** in the appropriate Faculty Part of the Calendar). Visiting Students (see **p. 25**); and Open Studies Students (see **p. 26**).

3. Students auditing courses (see **p. 26**).

Newly admitted graduate students may register, upon accepting the *Offer of Admission* by paying the Confirmation of Admission deposit.

Continuing students in the M.Ed. or M.C. programs who did not register during early registration will be permitted to register on a first-come, first-served basis.

6. REGISTRATION LIMITATIONS

a. Timetable Conflicts

Registration into classes which overlap or create time conflicts will not be processed. To avoid delays at registration, students must consult the current semester Timetable.

b. 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 semester and fall semester).

c. 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.

d. 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. 26**).

e. Holds on Registration

A Faculty/School 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 as approved by the respective graduate program administrator. 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:

- Open Studies Students who cancel their registration by the Add/Drop deadline in a fall or spring semester forfeit the \$200 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 semester forfeit the \$20 Open Studies Student Registration fee only.

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 **Fees, Section 8.b. Withdrawals (p. 32)**.

c. Complete Withdrawal

A student wishing to withdraw from the semester must obtain approval from the respective graduate program administrator and then 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 by approval from the respective Graduate Program Administrator.

Failure to comply with this requirement results in the assignment of failing grades and full assessment of fees—see **Fees, Sections 8.b. Withdrawals (p. 32)** and **Refunds 8.c., (p. 32)**. 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

Students must consult with their respective graduate program administrator before withdrawing from a course.

Students whose status changes from full-time to part-time may not receive the same privileges as full-time students at the University. Eligibility for student funding and student loans may also be impacted.

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, spring or summer semester upon approval from the graduate program administrator, provided the student remains registered in one or more courses. Graduate students taking undergraduate courses in the summer should consult the **Academic Schedule (p. 15)** for withdrawal dates. See **Section 8.b "Withdrawals" in Fees, p. 32**.

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 School of Graduate Studies 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 Fees, p. 32**).

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 period of the semester during which the course(s) in question were registered.