

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 **Academic Regulations, Confidentiality of Student Records Policy (p. 55)**.

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 Extended Drop deadline (see **Course Registration, p. 28**).

3. TERMS USED DURING REGISTRATION

a. Enrolment and Registration

For purposes of the University of Lethbridge Graduate Studies Calendar, these terms are 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 terms is required for full- and part-time students.

Full- and part-time students who do not register in a program in any term will be considered to have withdrawn unless a leave of absence has been granted by the respective graduate program administrator (see **Leave of Absence** in the **General Regulations** section in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 2016/2017 Graduate Studies Calendar and Course Catalogue).

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, p. 28**).

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, p. 28**).

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 term-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 a University program. Registration as an Open Studies student is open to any individual not currently admitted to a University program, 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 a University program.
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. Upon subsequent application for admission or readmission to a University of Lethbridge program, courses completed via Open Studies may be counted for credit toward the student's program only with the express permission of the Dean of the School of Graduate Studies. See the appropriate program part for more details.
4. Open Studies students must meet the University's English Language Proficiency (ELP) Requirement (see **English Language Proficiency for Graduate Open Studies Students, p. 26**).
5. While under Open Studies student status, students are allowed a maximum of two grades below 'B-' at the master's level or no grade below a 'B' at the doctoral level. Any subsequent grade below 'B-' (at the master's level) or B (at the doctoral level) will result in permanent suspension of Open Studies student registration privileges. When Open Studies student registration privileges have been suspended, a student may not register in a course until they have been admitted to a University of Lethbridge program.

6. Open Studies students are not eligible to use the Credit/Non-Credit designation.

7. Open Studies students may apply for admission or readmission to a University of Lethbridge program. Courses completed via Open Studies student registration are considered in the admission decision process (see the **Admission Requirements** section in the applicable program part of the Calendar).

8. Only students who have been admitted to a University of Lethbridge program may graduate with a University of Lethbridge degree, diploma or certificate. 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 previously admitted to the program of graduation. Such students must fulfill the admission and graduation requirements of that program for the calendar year of admission.

Students who have been Required to Withdraw must be readmitted to a University program before they will be permitted to graduate.

9. English Language Proficiency for Open Studies Students

English is the primary language of instruction and communication at the University of Lethbridge. Prior to registration, Open Studies registrants whose first language is not English must demonstrate their English language proficiency is sufficient to meet the demands of classroom instruction, written assignments, and participation in tutorials and discussions, regardless of their citizenship status or country of origin. The University of Lethbridge reserves the right to use discretion in determining adequate levels of language proficiency.

Note: *The following policy does not apply to Audit students.*

Proficiency in English may be demonstrated by any of the following:

- a. Successful completion of a minimum of three consecutive years of full-time academic study in English at a secondary school or post-secondary institution in Canada or another country where English is recognized as the primary language (see the English Language Proficiency section in the applicable program part of the Calendar). English as a second language study is not considered academic.
- b. Successful completion of the Advanced Level of the University of Lethbridge English for Academic Purposes (EAP) program (see **University of Lethbridge International, p. 63**).
- c. Test of English as a Foreign Language (TOEFL), taken within the last two years, with minimum scores of:
 - 550 on the paper-based TOEFL and 4.0 on the Test of Written English (TWE); or
 - 80 on the internet-based TOEFL (iBT), with minimum scores of 16 in each of Listening, Reading, and Speaking, and a minimum score of 18 in Writing.

Website: www.toefl.org
(University of Lethbridge Destination Institution
(DI) code: 0855)

- d. Academic International English Language Testing System (IELTS) test, taken within the last two years, with a minimum overall score of 6.0, with a minimum 6.0 in each band.
Website: www.ielts.org
- e. Pearson Test of English (PTE) Academic score, taken within the last two years, with a minimum overall score of 54.
Website: www.pearsonpte.com
- f. Canadian Academic English Language (CAEL) Assessment, taken within the last two years, with a minimum overall score of 60, with a minimum 50 in each of Listening, Reading, and Speaking, and 60 in Writing.
Website: www.cael.ca
- g. Cambridge English: Advanced (CAE), with a minimum score of 'C'.
Website: www.cambridgeenglish.org/exams/advanced
- h. Cambridge English: Proficiency (CPE), with a minimum score of 'C'.
Website: www.cambridgeenglish.org/exams/proficiency
- i. Michigan English Language Assessment Battery (MELAB), with a minimum overall score of 80, with a minimum 76 in each component, including the Speaking test.
Website: www.cambridgemichigan.org/melab
- j. Alberta English Language Arts 30-1 diploma examination, or equivalent, with a minimum grade of 75 percent.
- k. Alberta English Language Arts 30-1 final (blended) grade, or equivalent, with a minimum grade of 80 percent.
- l. A passing grade in an English for Academic Purposes (EAP) program accepted as a means of satisfying ELP by another recognized Canadian university, and whose ELP requirement is at least as demanding as that of the University of Lethbridge
- m. A passing grade in an EAP program approved by the Manager of Admissions.

All proof of English proficiency must be provided on academic transcripts or standardized test score reports. Unofficial documents are acceptable.

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, spring, or summer term to the next term.
2. Newly admitted students, students returning after an approved leave of absence, and students admitted to a different graduate program at the University of Lethbridge.
Exchange students attending the University under the Western Deans' Agreement (see **p. 28**). 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 that overlap or create time conflicts will not be processed. To avoid delays at registration, students must consult the current term Timetable.

b. Duplication of Registration

A student may not register in more than one section of a course offering in a term or session.

A student may not be registered in the same course in more than one term simultaneously (e.g., in both summer term and fall term).

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 term. 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.

f. Prerequisites and Corequisites

Course prerequisites and corequisites must be met where applicable and Faculties are responsible for ensuring they have been met.

Students may possess some educational 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 School of Graduate Studies Dean or Designate to waive the prerequisite(s) and/or corequisite(s) for that course.

Application for a prerequisite/corequisite waiver must be made through the Department offering the course and the Dean of Graduate Studies. Once written permission is received, 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 School of Graduate Studies Dean or Designate.

7. CLASSROOM PRIVILEGES

Students have classroom privileges for the course offering in which they are registered or auditing. Students who are not registered in or have dropped or withdrawn from a course do not have classroom privileges and may not attend any classes for that specific course. Instructors may authorize guests to attend a class.

8. COURSE REGISTRATION

Courses may be added until the Add/Drop deadline and cancelled/dropped until the Extended Drop deadline, as approved by the respective graduate program administrator, and as shown in the **Academic Schedule (p. 15)**. No changes to registration other than withdrawals from individual courses are permitted after the Extended Drop deadline.

Students who register and decide not to attend but do not cancel their registration by the Extended Drop deadline will be assessed tuition and compulsory fees (see **Fees, Cancellations, Refunds, and Withdrawals, p. 31**).

9. WITHDRAWAL

Students can withdraw from courses after the Extended Drop deadline up to and including the last day of classes in a term or session as specified in the **Academic Schedule (p. 15)**. Graduate students taking undergraduate courses should consult the Academic Schedule in the Undergraduate Calendar and Course Catalogue for withdrawal deadlines. Grades are not assigned when a student withdraws (see **Academic Regulations, Grading, p. 42**).

Failure to withdraw results in the assignment of grades by the instructor for the course(s) in which the student is registered. Students are responsible for ensuring that the Registrar's Office receives the request for withdrawal by the relevant deadline.

a. Complete Withdrawal

A student wishing to withdraw from the term 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 'W' designation is recorded for each course in which the student is registered that term.

b. Course Withdrawal

Students must consult with their respective graduate program administrator before withdrawing from a course. Students are granted a 'W' designation for any course from which they choose to withdraw in a term provided they remain registered in one or more courses.

c. Withdrawal with Cause

Withdrawal with Cause is granted 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. For Open Studies students, the 'WC' is recorded upon application to the Registrar's Office.

10. WESTERN DEANS' AGREEMENT

The Western Deans' Agreement covers exchange graduate students from member universities across Western Canada (for a list of participating institutions, visit www.wcdgs.ca) provided that:

1. The period for which the fees are remitted does not exceed two academic terms of four months each; and
2. The course work or work to be pursued is an integral part of their graduate degree and not available at the student's home institution.

Western Deans' Agreement students pay tuition (and general) fees at their home university, and they pay applicable student activity fees (general fees) at the host institution where they are taking courses.

Under the Western Deans' Agreement, students may take both undergraduate and graduate courses. The approval of the designated representatives of the home and the host university must be obtained prior to commencement of the courses.

Students must arrange for official transcripts from the host institution to be sent to the home institution when the courses have been completed. Each home institution has regulations regarding the maximum number of transfer credits permitted. Students should ensure their requests are within these limits.

11. APPEAL OF REGISTRATION

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

If still dissatisfied after this review, the student may address a written appeal to the Registrar who renders the final decision.

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