

## 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:

- 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.
- 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 **Part 4 - Academic Regulations, Confidentiality of Student Records Policy (p. 77)**.

### 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](http://www.uleth.ca/ross) or ask at the Information Centre (SUI40).

**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 Extended Drop deadline (see **Course Registration, p. 51**).

### 3. TERMS USED DURING REGISTRATION

#### a. Bridge

The University's online registration system is available for all students ([www.uleth.ca/bridge](http://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. 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 Terms

A part-time student is registered in fewer than 9.0 credit hours. A full-time student is registered in a minimum of 9.0 credit hours.

The usual course load for a full-time undergraduate student is 15.0 credit hours (five courses) per term.

#### 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 **Maximum Credit Hours (p. 50)** 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 nine credit hours 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 are required to or wish to study as an authorized visiting or exchange student 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* from the appropriate Faculty. 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 terms 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 term 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.

- e. It is the responsibility of the student to ensure that an official transcript of grades earned as a visiting or exchange student at another institution is sent to the Registrar's Office. See also **Part 1 - Admission, Transfer of Credits for University of Lethbridge Students Studying Elsewhere (p. 44)**.

For some University of Lethbridge programs, students are required to take courses at another institution under Visiting Student Authorization. Visiting Student Authorization will be granted to these students. Such courses taken under Visiting Student Authorization will be counted as University of Lethbridge courses for residence requirement purposes (see **Part 4 - Academic Regulations, Residence Requirements and Time Limits, p. 79**).

#### 2. Visiting and Exchange Students from Other Universities

Visiting and exchange students from other universities register at the University of Lethbridge as Open Studies students (see **Open Studies Student**, below).

### 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 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. 17)** for the term-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 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 Faculty offering that program.

4. Open Studies students must meet the University's English Language Proficiency (ELP) Requirement (see **English Language Proficiency for Open Studies Students, p. 49**).
  5. While under Open Studies student status, students are allowed a maximum of two grades below 'C-'. Any subsequent grade below 'C-' 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.
  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.  
Open Studies 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 **Part 1 - Admission, Recognized Countries, p. 35**). 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 **Part 6 - University of Lethbridge International, p. 92**).
    - 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](http://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, and a minimum 6.0 in each band.  
Website: [www.ielts.org](http://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](http://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](http://www.cael.ca)
    - g. Cambridge English: Advanced (CAE), with a minimum score of 'C'.  
Website: [www.cambridgeenglish.org/exams/advanced](http://www.cambridgeenglish.org/exams/advanced)
    - h. Cambridge English: Proficiency (CPE), with a minimum score of 'C'.  
Website: [www.cambridgeenglish.org/exams/proficiency](http://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](http://www.cambridgemichigan.org/melab)
    - j. Alberta English Language Arts 30-I diploma examination, or equivalent, with a minimum grade of 75 percent.
    - k. Alberta English Language Arts 30-I, or equivalent, with a minimum final (blended) 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

##### 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. 48).

##### c. Admitted Students

Students currently registered at the University will receive an email, to their University of Lethbridge email account, with instructions on registering for courses.

##### d. Registration in Off-campus Courses

Each term, the University offers courses at a number of off-campus centres. Admitted students may register via the Bridge. Open Studies students may register in these courses in person, by mail or by fax.

##### e. Applied Studies

Registration in Applied Studies courses is initiated by application to the Office of Applied Studies no later than the published deadline. Application packages may be obtained from Career Bridge - Co-operative Education & Applied Studies (AH151; 403-329-2000; artsci.coop@uleth.ca; www.ulethbridge.ca/career-bridge).

*Note: Students who have been verified as having a disability may receive assistance with registration from the Accommodated Learning Centre (see Part 16 – General Services, Accommodated Learning Centre, p. 455).*

#### 5. ORDER OF PRIORITY REGISTRATION

##### a. Within the Academic Year

1. All graduate students.
2. All fourth-year and higher-standing students, including continuing second undergraduate degree students, continuing post-diploma students, Management Certificate students, and Professional Diploma in Accounting students.
3. All third-year standing students, including first-year post-diploma students, and first-year second undergraduate degree transfer students.
4. Second-year students.
5. First-year standing students.
6. Open Studies students and visiting or exchange Open Studies students.
7. Students auditing courses.

#### 6. REGISTRATION LIMITATIONS

##### a. Timetable Conflicts

Students are not permitted to register in two classes that are offered at the same time. To avoid delays at registration, students must consult the current term timetable. Registration into classes that 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 term
- 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 term. Students on probation must not exceed 12.0 credit hours (four courses) per term
- In all other Faculties, students must obtain permission if they wish to exceed 15.0 credit hours (five courses).
- Summer Session (term 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 term or session.

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

##### 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 term. 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. 48).

#### 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.

#### g. 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 Faculty 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. 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 Dean.

### 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 shown in the **Academic Schedule (p. 17)**. No changes to registration other than withdrawals from individual courses are permitted after the Extended Drop deadline.

Open Studies students who cancel their registration by the Extended Drop deadline in a term forfeit the non-refundable deposit and the non-refundable Open Studies student registration fee.

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

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 **Part 3 - Fees, Cancellations, Refunds, and Withdrawals, p. 55**).

### 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. 17)**. Grades are not assigned when a student withdraws (see **Part 4 – Academic Regulations, Grading, p. 36**).

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 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 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. Withdrawing from one or more courses may result in a reclassification from full-time to part-time status (see **Part-Time and Full-Time, p. 48**). 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 access government student loans and drop to part-time status may have their eligibility for future student loans and the terms of repayment of current loans affected. For more information, students should consult an academic advisor.

#### 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 term or 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 Registrar's Office.

### 10. APPEAL OF REGISTRATION

Students dissatisfied with decisions regarding registration 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 registration have two months from the last day of the term or summer session during which the course(s) in question were registered.

