About the Guide

The most important thing to do before the start of each term is register! As a graduate student, you need to maintain continuous registration for the 12 months of each academic year, which is comprised of three terms (Summer, Spring, and Fall), throughout your program.

School of Graduate Studies
sgs@uleth.ca
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Preamble

The most important thing to do before the start of each term is register!

As a graduate student, in order to keep your student status, you must maintain continuous registration for the 12 months of the academic year, which is comprised of three terms (Summer = May to August, Spring = January to April, and Fall = September to December), for the duration of your program.

This Registration Guide provides important information to assist you, with successfully registering in your graduate program. Use this helpful guide and tool as you complete your online registration through the uLethbridge registration process, and to acquire important information that will assist you as you move through your graduate journey and program stages. This Registration Guide is divided into four sections:

Start Smart | Learn what you need to know before registering for your courses.

Plan | Make sure you have the resources and knowledge to make your course/thesis registration go as smoothly as possible.

Register | Learn how to register for your courses and find answers to your questions.

Learn More | Useful terms, definitions and supports to ease your registration experience.
Start Smart

In the Start Smart section, you will learn everything you need to know before registering.

Who Should Use This Resource

If you will be registering in graduate courses/thesis and belong to one of the following groups this resource is for you.

- New Students
- Continuing Students
- Open Studies Students
- Visiting and Exchange Students

You should consult the Registration section of the *Graduate Studies Calendar and Course Catalogue*. For more information, please contact the *School of Graduate Studies office*.

Other Students

Audit Students – MA, MFA, MMus, MN, MSc, MSc (Health Sciences – all majors), MSc (Mgt), and PhD

If you intend to audit a graduate or undergraduate course you must first consult with your Supervisor and then complete and submit a *Request to Audit a Course form* to the Registrar’s Office. All audited courses approved by your Supervisor must be recorded on the signed *Statement of Progress and Standing form* and then submitted to the School of Graduate Studies. For Audit Student registration dates check the *Important Dates and Deadlines*. For more information see the *Graduate Studies Calendar and Course Catalogue*.

University of Lethbridge Graduate Students Conducting Research Off-Campus

If you are a graduate student planning to conduct research off campus or completing graduate-level courses via the *Western Deans’ Agreement*, (you must obtain approval from your Supervisor and then complete the *Western Deans’ Agreement form* as well as maintain continuous registration in your program). Each term you will need to register in your thesis course if you are a graduate student registered in an MA, MSc, PhD, MFA, or MMus program regardless of the location of your thesis research. This will allow you to retain your continuing graduate student registration privileges and rights at uLethbridge. Remember to register during your assigned registration period for the Spring, Summer and Fall terms throughout your entire graduate program.

Time Limits

MA, MFA, MMus, MSc and PhD programs

If you need to extend your program beyond the maximum time limit for program completion, the Dean of the School of Graduate Studies may approve an extension to your time limit for up to 12 months. To request a program extension you must submit a completed and signed *Statement of Progress and Standing form* with an attached rationale for the request, including a detailed time line for program completion.

MC, MEd, MHSMgt, MN, MSc Health Sciences (all majors), MSc (Mgt), Graduate Diploma (AMHP), and Graduate Certificate (HSMgt, ACSA) programs

If you need to extend your program beyond the maximum time limit for program completion, contact the relevant Faculty office for advice on how to proceed with your extension request and registration.

Readmission after Withdrawal

Students who withdraw or who are required to withdraw must successfully apply for readmission by the appropriate deadline.
Graduate Studies Calendar and Course Catalogue and Policies & Procedures

The *Graduate Studies Calendar and Course Catalogue* and the School of Graduate Studies *Policies and procedures manual* contain vital information.

You are encouraged to review these reference documents frequently for information about your program including academic policies and regulations, registration, courses, program requirements, milestones and due dates, and procedures. If you have any questions regarding these documents, contact the School of Graduate Studies.

New Students

As a new student, there are two steps to complete before you can register for courses:

1. **Set Up Your Campus Login**
   
   You will use this username and password to log in to the Bridge, as well as many other important tools at uLethbridge, including ULink, your email, library account and Moodle. It is a good idea to change your password regularly at ulethbridge.ca/webtools.

   The Bridge is an essential tool and resource for every uLethbridge student. In the Bridge you have access to your personal information, admission status, registration, tuition and fees, personal contact information, and more.

   If you have not already done so, setup your Campus Login:
   1. Have your nine-digit uLethbridge ID number (from your offer of admission letter) available.
   2. Go to ulethbridge.ca/loginsetup for login set-up
   3. Follow the steps to select a username, password and security questions from the right side menu.

2. **Accept Your Offer**

   Submit your complete Confirmation of Admission (CoA) and payment online in the Bridge. Once logged into the Bridge under the Student menu → Admissions → Make Deposit Payment and Accept Offer. (see image)

   Did You Know? Once you are registered in courses, you are responsible for the associated tuition and fees. If you are unable to attend uLethbridge, you must drop your courses before the drop deadline, for the specific term.

If your offer has expired, contact the School of Graduate Studies office to find out if your offer can be extended and/or how to proceed.
Plan

Open Studies Students

Open Studies allows you to take courses for general interest without being formally admitted to a uLethbridge program.

Review the Open Studies policies outlined in the Graduate Studies Calendar and Course Catalogue or contact the School of Graduate Studies for more information.

Courses taken as an Open Studies student will appear on your transcript as credit courses. Your opportunity to register is later than most students and you will only have access to courses as space permits. Check the Important Dates and Deadlines for Open Studies registration dates.

As an Open Studies student, you may apply for formal admission or readmission to a program. Review the program-specific section in the Graduate Studies Calendar and Course Catalogue for details. Courses completed as an Open Studies Student will be included in the admission decision process.

TIP For more information regarding eligibility and other conditions applying to Open Studies, contact the School of Graduate Studies.

Accommodated Learning Centre

Students with documented disabilities can receive support through the Accommodated Learning Centre.

Once you have received your Confirmation of Admission, contact the Accommodated Learning Centre as soon as possible to begin the registration process and coordinate your accommodations. If you are unable to use the Bridge due to an accessibility need, you may register for courses in person at the Registrar’s Office on the Lethbridge campus or your campus office in Calgary. Visit the Accommodated Learning Centre website for more information or call 403-329-2766.
Resources

Timetable

The **Timetable** is a searchable list of courses offered in the upcoming term. It provides information including dates; times and locations; instructor; course designation; prerequisites, corequisites, or recommended background (if any); and any other additional notes about the course.

Outlined in the table below is a list of subject code abbreviations:

<table>
<thead>
<tr>
<th>Graduate Courses</th>
<th>Abbreviation</th>
<th>Graduate Courses</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Addiction and Mental Health Psychotherapy</td>
<td>AMHP</td>
<td>French</td>
<td>FREN</td>
</tr>
<tr>
<td>Addictions Counselling</td>
<td>ADCS</td>
<td>Geography</td>
<td>GEOG</td>
</tr>
<tr>
<td>Advanced Clinical Study of Addiction</td>
<td>ACSA</td>
<td>Health Sciences</td>
<td>HLSC</td>
</tr>
<tr>
<td>Agricultural Biotechnology</td>
<td>AGBT</td>
<td>Health Services Management</td>
<td>HMGTF</td>
</tr>
<tr>
<td>Agricultural Studies</td>
<td>AGST</td>
<td>History</td>
<td>HIST</td>
</tr>
<tr>
<td>Anthropology</td>
<td>ANTH</td>
<td>Indigenous Studies</td>
<td>INDG</td>
</tr>
<tr>
<td>Archaeology</td>
<td>ARKY</td>
<td>Kinesiology</td>
<td>KNES</td>
</tr>
<tr>
<td>Art</td>
<td>ART</td>
<td>Management</td>
<td>MGT</td>
</tr>
<tr>
<td>Art History</td>
<td>ARHI</td>
<td>Mathematics</td>
<td>MATH</td>
</tr>
<tr>
<td>Arts and Science Co-op</td>
<td>ASCI</td>
<td>Microbiology</td>
<td>MIBI</td>
</tr>
<tr>
<td>Biochemistry</td>
<td>BCHM</td>
<td>Multidisciplinary Studies</td>
<td>MDST</td>
</tr>
<tr>
<td>Biology</td>
<td>BIOL</td>
<td>Museum Studies</td>
<td>MSTU</td>
</tr>
<tr>
<td>Biomolecular Science</td>
<td>BMOL</td>
<td>Music</td>
<td>MUSI</td>
</tr>
<tr>
<td>Biosystems and Biodiversity</td>
<td>BSBD</td>
<td>Music Ensemble Activity</td>
<td>MUSE</td>
</tr>
<tr>
<td>Campus Alberta Applied Psychology</td>
<td>CAAP</td>
<td>Neuroscience</td>
<td>NEUR</td>
</tr>
<tr>
<td>Chemistry</td>
<td>CHEM</td>
<td>New Media</td>
<td>NMED</td>
</tr>
<tr>
<td>Computer Science</td>
<td>CPSC</td>
<td>Nursing</td>
<td>NURS</td>
</tr>
<tr>
<td>Computer Science and GIS</td>
<td>CGIS</td>
<td>Philosophy</td>
<td>PHIL</td>
</tr>
<tr>
<td>Cultural Resource Management</td>
<td>CRMG</td>
<td>Physics</td>
<td>PHYS</td>
</tr>
<tr>
<td>Cultural, Social, and Political Thought</td>
<td>CSPT</td>
<td>Political Science</td>
<td>POLI</td>
</tr>
<tr>
<td>Drama</td>
<td>DRAM</td>
<td>Population Studies in Health</td>
<td>POSH</td>
</tr>
<tr>
<td>Earth, Space, and Physical Science</td>
<td>ESPS</td>
<td>Psychology</td>
<td>PSYC</td>
</tr>
<tr>
<td>Economics</td>
<td>ECON</td>
<td>Public Health</td>
<td>PUBH</td>
</tr>
<tr>
<td>Education</td>
<td>EDUC</td>
<td>Religious Studies</td>
<td>RELS</td>
</tr>
<tr>
<td>English</td>
<td>ENGL</td>
<td>Remote Sensing</td>
<td>RMTS</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>ENVS</td>
<td>Sociology</td>
<td>SOCI</td>
</tr>
<tr>
<td>Evolution and Behaviour</td>
<td>EVBH</td>
<td>Theoretical and Computation Science</td>
<td>TCSC</td>
</tr>
<tr>
<td>Exercise Science</td>
<td>EXSC</td>
<td>Urban and Regional Studies</td>
<td>UBRE</td>
</tr>
<tr>
<td>Fine Arts Co-op</td>
<td>FA</td>
<td>Women and Gender Studies</td>
<td>WGST</td>
</tr>
</tbody>
</table>

Note that your thesis course is timetabled using your major as the subject code and the level of study (i.e., Master’s program or Doctoral program) as the course number. Examples are outlined in the table below:

<table>
<thead>
<tr>
<th>Degree</th>
<th>Major</th>
<th>Thesis Course Number – Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master of Arts</td>
<td>Anthropology</td>
<td>ANTH 6000 - Thesis</td>
</tr>
<tr>
<td>Master of Arts</td>
<td>Education</td>
<td>EDUC 6015 – Thesis</td>
</tr>
<tr>
<td>Master of Arts</td>
<td>Individualized Multidisciplinary</td>
<td>MDST 6000 - Thesis</td>
</tr>
<tr>
<td>Master of Fine Arts</td>
<td>Art</td>
<td>ART 6002 – Thesis</td>
</tr>
<tr>
<td>Master of Music</td>
<td>Music</td>
<td>MUSIC 6002 - Thesis</td>
</tr>
<tr>
<td>Master of Science</td>
<td>Chemistry</td>
<td>CHEM 6000 – Thesis</td>
</tr>
<tr>
<td>Master of Science</td>
<td>Health Sciences</td>
<td>HLSC 6000 - Thesis</td>
</tr>
<tr>
<td>Master of Science</td>
<td>Individualized Multidisciplinary</td>
<td>MDST 6000 - Thesis</td>
</tr>
<tr>
<td>Master of Science in Management</td>
<td>Marketing</td>
<td>MGT 6100 – Master’s Thesis</td>
</tr>
<tr>
<td>Doctor of Philosophy</td>
<td>Earth, Space and Physical Science</td>
<td>ESPS 8000 – Thesis</td>
</tr>
</tbody>
</table>
Plan

Course Descriptions
The Graduate Course Catalogue is helpful in learning more about subject areas or specific courses; however, it is important to note that not all courses listed are offered every term and that some thesis courses are not described in the catalogue.

Registration Dates and Deadlines
The Registration Dates and Deadlines includes important term specific registration deadlines.

The Bridge
The Bridge is your graduate student information system, where you can access your personal details, register for courses, and more!

Requirements for Degree
Requirements for your degree are outlined in the relevant section of the Graduate Studies Calendar and Course Catalogue.

Registration Dates
Make sure you register soon after your registration time opens.
Each student has a specific pre-determined window of time they can register for their courses. You are encouraged to register on the first day of your registration time period. You will find your registration dates on the Bridge.

How to find your registration dates
1. Log in to the Bridge
2. Click “Student”
3. Click “Registration”
4. Click “Registration Status”
5. Select the term you want to register for (e.g. Summer 2020) from the drop-down menu
6. Click “Submit”

Understand the Timetable
The Timetable allows you to search sections of courses offered at the University of Lethbridge. This tool will help when planning your course selection before registering on the Bridge.

The Registrar's Office Timetable Search functions, displays similarly to the Bridge’s ‘Course Look Up’. Search results from this Timetable provide you with general information about your courses. (There are instructions and tips within the Timetable on how to search for classes.)
Plan

Search results display in the format of the image below. Read the corresponding numbers to better understand all of the course components.

1 Course Title | The title of the class
2 CRN | Course Registration Number (CRN) is a unique five-digit code that identifies each course component in the Timetable. You will need this number when registering under the “Add/Drop” option in the Bridge. “Course Look up” does not require the CRN.
3 Subject & Number | Subject: the abbreviation of the subject area e.g. CHEM = Chemistry. Number: level of the class. e.g. 5XXX = master’s course, 7XXX = doctoral course.
4 Section | There can be multiple sections for a course — each section may have a different time, day, instructor and/or campus. Courses are offered at Lethbridge and Calgary, Y = Calgary courses (e.g., Mgt 5157 – Y), all other sections = Lethbridge.
5 Associated Term | The term the class is being offered.
6 Registration Dates | The range of when the course is available for Bridge registration.
7 Attributes | GLER designations are not applicable to graduate programs.
8 Credits | The number of credit hours for the class.
9 Time | Hour of the day the class/lab/tutorial is scheduled.
10 Days | Day(s) of the week each class/lab/tutorial is scheduled. Each day will be indicated with letter (note: “R” stands for Thursday).
11 Where | The room location of the class/lab/tutorial. The letter abbreviation represents the building ex. PE = 1st Choice Saving Centre. View the map to see each building.
12 Date Range | The first day of classes through to the last day of classes (not including the final exam).
13 Schedule Type | Specifies the class is a lecture, lab, tutorial, studio or activity (e.g. ensemble, physical activity etc.).
14 Instructor | The instructor teaching the class, (P) = Primary instructor.
15 Prerequisites | Preliminary requirement which must be met or waived.
16 Corequisites | Courses taken prior to or in conjunction
17 Recommended Background | Not required but would provide a good background which will make the class easier.
18 Equivalent | Course may have been offered previously under a different course number and title.
19 Substantially Similar | Lists the course(s) that contain a high percentage of similar course content but are not deemed equivalent. Talk to a supervisor if you wish to take both courses.

The View Catalogue Entry provides important course information on prerequisite, co-requisite, credit, lab, etc.
Now that you know about program planning, it is time to put your plans into action! In this section you will learn how to register for your courses/thesis and find answers to your questions. Keep in mind that registering early is strongly recommended.

**Open Studies Students**

Open Studies allows you to take courses for general interest without being formally admitted to a University program.

Becoming an Open Studies student has four simple steps:

1. Complete an [Open Studies Registration form](#). If you prefer, the form can be picked up at the Registrar’s Office in Lethbridge (SU140) or at the campus office in Calgary (S6032).
2. Once complete, please save the form and attach it to an email addressed to regoffice@uleth.ca from your preferred email address or submit a paper copy to the Lethbridge Registrar’s Office (SU140) or the Calgary Campus Office (S6032). If you do not have a uLethbridge ID number, one will be assigned to you at this time.
3. Pay the tuition deposit and registration fee (both are non-refundable) either in person at the Registrar’s Office in Lethbridge (SU140) or at the campus office in Calgary (S6032). The tuition deposit is applied towards your tuition fees.
4. Once you receive confirmation of your registration (e.g. pre-requisites and co-requisites) eligibility you can register on your specified dates listed in the Bridge. How to find my dates?

   Did You Know? These steps must be repeated each term you want to attend as an Open Studies student.

**TIP**

For more information regarding eligibility and other conditions applying to Open Studies, contact the School of Graduate Studies.

**Registration Restrictions**

There are a few important things to note when you start to register. If you have not completed the admission process, you may be restricted from registering for your courses. You may also find that some of the courses you want are excluded from web registration.

You will not be able to register using the Bridge if any of the following apply:

- Your admission to uLethbridge has not been finalized.
- Your Confirmation of Admission (C.O.A.) form has not been completed on the Bridge and the tuition deposit has not yet been received and processed.
- You are attempting to register outside of your assigned registration dates.
- There are holds on your record.

Check your status on the Bridge to confirm any of the above issues.

**Prerequisites and Corequisites**

Be sure to check for course prerequisites. If you are missing course prerequisites, you will be prevented from registering in the course or your registration may be cancelled without notice. In unique circumstances, students lacking the prerequisite(s) or corequisite(s) may apply for a prerequisite waiver.
Register

If you are unsure whether you have the appropriate prerequisite(s) or corequisite(s) for the courses in which you are registered, contact the relevant Faculty office for advice on how to proceed with your registration.

Courses excluded from Web Registration

Certain courses which require special approval are excluded from web registration. If you attempt to register in such courses via the Bridge, you will receive a response indicating that web registration is not available. Courses excluded from web registration include

- Independent Study
- Co-operative Education Work term
- Applied Research Studies
- Project or Thesis (MEd and MC students, only)
- Half thesis

For more information regarding other courses, check with the faculty offering the course.

Options Available

You should check with your Faculty Office if you are unable to access a course required in your program.

Payment of Fees

It is important to pay your fees by the indicated due date. Paying your fees prior to the deadlines ensures you have full access to your program, are able to register for future classes and make program status changes.

Be sure to pay your fees on time at the Cash Office either in-person or through online banking. Fees deadlines:

- Fall term | October 1
- Spring term | February 1
- Summer term and sessions | June 1

The Cash Office accepts most forms of payment, excluding credit cards. Visit the Cash Office website for additional information about making payments, including instructions for online banking.

TIP If you are unable to pay your fees by the due date, contact the Cash Office as your registration may be automatically cancelled.

How to Register

You’ve made it! This is where your preparation pays off. In this section you’ll learn how to register for your courses/thesis. Make sure to check your registration dates and to register early.
Register

Step 1 - Log in to the Bridge

- Visit ulethbridge.ca/bridge
- Log in with your uLethbridge username and password
- If you have not set up a uLethbridge username and password:
  - Click “Need help?” in the box on the right (Example 1.1)
  - Click “I need a username”
  - Enter your 9-digit uLethbridge ID number and Birthdate (Example 1.2)
  - Select a uLethbridge username from a list of predetermined choices
  - Set a new password
- Log in with your new uLethbridge username and password

Step 2 - Registering for Courses

- Click the text “Student” (Example 2.1)
- Click “Registration”
- Click “Select Term”
- Select the term you want to register for from the drop down menu (Example 2.2)
- Click “Submit”

Example 1.1

Example 1.2

Example 2.1

Example 2.2
Step 3 - Adding Courses to your Schedule

- Click “Add or Drop Classes”
- Enter the five-digit CRN (course reference number) in the individual textboxes under “Add Classes Worksheet” (Example 3.1)
- If you do not know the CRN number(s) you can skip to step 4 “Searching for Available Courses” within this tutorial
  - CRN(s) can be found in the Timetable.
  - It is possible to add multiple courses at once or one course at a time
  - When adding a course that requires a lab or tutorial, you must enter the CRN for the lecture section in one textbox and CRN for the lab or tutorial in another textbox
  - Some courses have a mandatory lab/tutorial component. You MUST register for the lecture and lab/tutorial at the same time or else you will get a registration error. In some cases, you may seek special permission to waive the lab or tutorial component. Please check with your Supervisor to see if this applies to your MA, MSc, or PhD program. If so, please check with the Faculty office for advice on how to proceed with your registration.
- Click “Submit Changes” (Example 3.1)
- If successfully registered in the course, it will appear in your “Current Schedule” (Example 3.2)
- If there was a problem registering for a course, it will appear under “Registration Add Errors” (Example 3.2)

Note: If you encounter problems refer to “Common Registration Error Messages”
Step 4 - Searching for Available Courses

- Click “Class Search” at the bottom of the “Add or Drop Classes” window (Example 3.1)
  - This search can also be accessed under the “Registration” menu by clicking on “Look Up Classes” and then selecting the term in which you are registering.
- Select at least one subject from the list (Example 4.1)
  - Highlight multiple subjects by using the control key when clicking
  - You can narrow your search by using Advanced Search.
- Click “Class Search” (Example 4.1)
- Select one or more checkboxes (Example 4.2)
  - Open sections will have an empty checkbox
  - When adding a course that has a lab or tutorial, you must select both the lecture section and the lab or tutorial
  - Be careful to select the course(s) offered at the uLethbridge campus that you will be attending. For example, Calgary is designated by a Y (Example: “MGT 3470 Y”)
  - Click “Register” to add the class to your schedule (Example 4.2)

Step 5 - Dropping a Course from your Schedule if Selecting the Wrong Section

- Click the text “Student” (Example 2.1) along the top of the screen
- Click “Registration”, then click “Add or Drop Classes”
- Make sure you are in the “Current Schedule” window (Example 3.2)
- Click the drop down arrow next to the course you wish to remove (Example 5.1)
- Select “Drop” from the list
You can drop multiple courses in this window before submitting the change(s)

Click “Submit Changes”

- For Drops to take effect, you MUST click on “Submit Changes”
- Check your schedule to ensure the changes have been processed (refer to step 6 “Confirm your Registration” within this tutorial)
- If you wish to change the section, lab, or tutorial try adding the new class before dropping the original one (to reduce the risk of losing your seat)

**Note:** When dropping a course that requires a lab or tutorial, be sure to drop the corresponding lab or tutorial as well. If you are dropping a course included on your *Program of Studies* form for your MA, MSc, or PhD program, please contact your Supervisor for approval and include this information in your next Statement of Progress and Standing report.

**Step 6 - Confirm your Registration**

- Click the text “Student” (Example 2.1) along the top of the screen
- Click “Registration”, then click “Week at a Glance”
- Select the term you are registering for from the drop down menu
- Click “Submit”
- Confirm your schedule looks correct
  - Print a copy of your schedule (Example 6.1) to use as a reference
  - Various timetable changes can occur after you have registered. Be sure to check your schedule before the first day of classes.
Register

**Note**: If you decide not to attend the U of L, make sure you drop all courses from your schedule before the Add/Drop Deadline, otherwise you will owe tuition and fees.

Step 7 - Log out of the Bridge

- Click “EXIT” at the top right hand corner of the Bridge (Example 7.1)
- Close your browser by clicking the “X” in the top right corner of the browser window

*Example 7.1*
**Course Withdrawals**

Continuous registration in the Spring, Summer and Fall terms is required for part- and full-time graduate students.

**MA, MFA, MMus, MSc, and PhD:** Contact your Supervisor in the event that you need to withdraw from one or more of your courses following the add/drop deadline.

**MC, MEd, MHSMgt, MN, MSc Health Sciences (all majors), MSc (Mgt), Graduate Diploma (AMHP), and Graduate Certificate (HSMgt, ACSA) programs:** Contact the relevant Faculty office in the event that you need to withdraw from one or more of your courses following the add/drop deadline.

The deadlines for withdrawals are found in the uLethbridge *Graduate Studies Calendar and Course Catalogue*. Complete a [Course Withdrawal form](#) for each course you want to drop.

**Withdrawal with Cause**

Sometimes there are extenuating circumstances beyond your control that make continuation in a course impossible. In this case, you may be granted a ‘Withdrawal with Cause’ and will be asked to provide evidence that the conditions that led to the withdrawal have been identified and addressed.

*Did You Know? Both a Withdrawal (W) and Withdrawal with Cause (WC) will be recorded on your student transcript. However, if you take the course over again to achieve a grade both attempts will show on your transcript (the W and the latest grade).*

**Check Your Schedule**

Checking your class schedule anytime on the Bridge from your computer or mobile device is easy and convenient.

The *uLethbridge* mobile app has several features that are extremely useful to students such as the Course Schedule. The Course Schedule feature allows you to see all the courses you are registered in each term and gives a detailed daily schedule of your classes including the location and time. Be sure to download this free app today to help you stay organized and access pertinent information at your fingertips.

**Checking your class schedule on the Bridge**

1. Select "Student" from the main menu items.
2. Select "Registration"
3. Click "Week at a Glance" (Your schedule is available in alternative views. See also "Student Detail Schedule")
4. Select the term you are registering for from the drop down menu
5. Click "Submit"
6. Confirm your schedule is correct

*Did You Know? Various timetable changes may occur after you have registered. Be sure to check your schedule before your first day of classes.*

**Verification of Enrolment**

Verification of Enrolment letters provide proof you are enrolled at uLethbridge.

Often, you will need to provide these letters to apply for RESPs and lines of credit at banks. Also, utility companies may offer student discount rates if you can provide them with a Verification of Enrolment letter. After you have completed your registration, you can find your Verification of Enrolment letter on the Bridge under the “Student” menu.
Now that you have learned the basics of registering for courses/thesis at uLethbridge, you may have more in-depth questions. The following section will provide additional information that will be useful as you start your academic journey at uLethbridge.

- Learn useful terms
- Find registration supports that will help guide you to student success
- Understand the difference between credit hours and courses

Useful terms

The University of Lethbridge is full of options. Part of learning what your options are is knowing the lingo. Below is a list of terms that will help you better understand the registration process.

Applied Research Study
Applied Research Studies courses offer students the opportunity to earn academic research credit for unpaid internship-based experience. Students interested in Applied Research Studies should contact the School of Graduate Studies.

Concentration
A concentration is a secondary focus related to the major and may include a set of courses. Concentrations are not available in all programs.

Co-operative Education
The Co-operative Education/Internship Option is available to students for the MA, MSc, and MSc Mgt programs. Co-operative education is an educational model that formally integrates academic study at the master’s level with relevant, paid work experience in appropriate employment fields such as government, institutions, and industry. The University, the employer, and the student are in partnership to ensure an enriching experience toward the student's professional development.

This is treated as a non-credit course recorded on your transcript and does not affect your degree requirements. Refer to the applicable degree sections in the Graduate Studies Calendar and Course Catalogue for more information.

Corequisite
A corequisite is a course that must be taken prior to, or in conjunction with, another course. For example, EDUC 5635 is a corequisite for EDUC 5637. This means that you should only register in EDUC 5637 if you have already completed EDUC 5635, or if you are registered in EDUC 5635 during the same term as EDUC 5637.

Credit Hours
Credit hours are the weighting factor of the course when determining grade point average (GPA). Regular full-term credit courses carry a weight of 3.0 credit hours, while half-credit courses carry a weight of 1.5 credit hours. Some courses carry non-standard credit hours (e.g. KNES 5901 is worth 0.75 credit hours).

Credit/Non-Credit (Cr/NC)
If you want to take a course in a different field, but you are worried that you might not do as well as you would like, you can designate the course as Credit/Non-Credit. When you designate a course as Credit/Non-Credit, you essentially have insured your GPA because you will not receive a letter grade in the course unless you receive a
Learn More

“B-” or higher at the master’s level or a “B” or higher at the doctoral level. If you get less than a “B-” at the master’s level or a “B” at the doctoral level, you have failed the course and a “NC” (No Credit) will appear on your transcript. This indicates that you did not receive credit for the course, but a “NC” will not bring down your GPA. Open Studies students are not eligible to use Credit/Non-Credit designation. See the Registration Dates and Deadlines for the date in which you may designate courses as Credit/Non-Credit for the current fall or spring term or summer session. Also, see the Regulations, Policies, and Program Requirements section in the Graduate Studies Calendar and Course Catalogue for more information and limitations associated with Credit/Non-Credit.

Cross-Listed Course
A cross-listed course is associated with two different faculties or degree levels and counts towards your degree at the appropriate level.

Elective Course
Electives are courses of your choice, but there may be some restrictions to which courses may be used toward your program. In general, electives can directly relate to your major or they can be subjects of study that fall outside of your major. Refer to your graduate program office as there may be other elective restrictions.

Equivalent Course
Equivalent courses can be substituted (one for the other) to meet the same course requirement. For example, prior to the 2016/2017 calendar year, Art History 5150 was known as Art History/Museum Studies 5150. These two courses are equivalent; so if you took Art History/Museum Studies 5150 prior to 2016 and now take Art History 5150, you will be repeating a course. The regulations that apply to repeated courses also apply to equivalent courses. Courses that are equivalent to other courses are denoted with an ‘Equivalent’ course element in the course description. See the Courses section in the Graduate Studies Calendar and Course Catalogue for more information.

Faculty/School
A faculty or school is a formal subdivision within the university. Faculties/schools develop, approve and administer the programs and courses relating to the specific degrees/credentials they offer. At uLethbridge, there are five faculties and schools that deliver graduate programing: Faculty of Arts and Science, Faculty of Education, Faculty of Fine Arts, Faculty of Health Sciences and the Dhillon School of Business. uLethbridge also administers graduate programs through the School of Graduate Studies.

Full-Time Student
Some graduate programs offer full-time or part-time options. See the applicable degree section in the Graduate Studies Calendar and Course Catalogue for additional information. Students enrolled in Co-operative Education Work Experience courses are considered to be full-time.

Independent Study
Independent Study is individual study for course credit under the supervision of a professor. To register in an independent study course for MA, MFA, MMus, MSc, or PhD program, please complete the online form. You must obtain approval from your Supervisor and apply the specific rules outlined in the applicable program policies and procedures manual. Return the signed form to the School of Graduate Studies. For further information, consult the School of Graduate Studies.

To register in an independent study course for the MC, MEd, MN, or MSc (Mgt) program, contact the relevant Faculty/ School office first.
Learn More

Major
A major is the specific area of study in your program and will determine many of your required courses.

Part-Time Student
Some graduate programs have a part-time option. See the applicable program section in the Graduate Studies Calendar and Course Catalogue for additional information.

Pre-Program
Some programs will require you to complete additional requirements in order to qualify for admission to that program. Contact the School of Graduate Studies for more information.

Prerequisite
A prerequisite is a course that must be successfully completed before you can take another course.

Program
A program is the broad category that defines your degree/certificate and all the requirements you need to meet in order to graduate. These may include, but are not limited to, required courses, course level requirements and thesis/project if applicable. See Programs Offered at uLethbridge for a comprehensive list. To understand your program better, you’ll want to know:

- faculty/school
- major(s)
- minor(s) (if applicable)
- concentration(s) (if applicable)
- specialization(s) (if applicable)

Recommended Background
While not required, this is a course that would be advantageous for a student to complete before taking another particular course.

Repeated Course
At uLethbridge, a graduate student may repeat a course previously taken, once. A grade may be improved by completing either the course or its equivalent.

- Students wanting to improve their grade in an Independent Study, Series or Topics course must repeat the section with the identical title.
- Courses that are equivalent are denoted with an ‘Equivalent’ course element in the course description and include courses that have been renamed or renumbered, and Topics or Series courses that have been regularized.
- Under certain circumstances, the degree-specific program committee may recommend another course to the School of Graduate Studies Dean or Designate for approval consideration.

If a student repeats a course, the grades for each attempt is recorded on the transcript, but only the grade and credit hours for the most recent attempt are computed in the grade point average (GPA). Students may not have grades and credit hours for more than one attempt calculated in the GPA. Students who have repeated a course must submit a Repeated Course form. A student may not use a Credit/Non-Credit designation to replace a previously earned grade. Contact the School of Graduate Studies for more information.

Required Course
A required course is a course that must be successfully completed to gain a degree and is within the direct area of study to your major.
Specialization
A specialization is a secondary focus of a program, but is generally related to your major and involves an experiential component. Depending on your program, a specialization may be required, optional or not available. Students will be eligible to receive an endorsement on their official transcripts upon completion of a specialization.

Substantially Similar Course
Substantially similar courses contain a high percentage of similar course content but are not deemed equivalent. Students cannot use a substantially similar course to replace another course specified as a prerequisite. Students completing substantially similar courses must complete more than the minimum number of courses required in the program.

Academic Advising
MA, MSc, and PhD programs: Academic advising is typically provided by your Supervisor. If you need additional information, contact the School of Graduate Studies regarding academic regulations, course selection, and program planning.

MC, MEd, MHSMgt, MN, MSc Health Sciences (all majors), MSc (Mgt), Graduate Diploma (AMHP), and Graduate Certificate (HSMgt, ACSA) programs: Academic advising is typically provided by the relevant Faculty office.

You should seek academic advising after you have done your own research using the Graduate Studies Calendar and Course Catalogue, the School of Graduate policies and procedures manual, and the School of Graduate Studies website.

You are responsible for your own registration. However, approvals are required in the following situations:

- To register into an applied research study or independent study
- To register in a course closed to web registration

Registration Supports
There is a lot of information to know about registration, but don’t worry – we’ve got plenty of resources to help you along the way. The resources listed below can offer advice about registration and other tips during your time at uLethbridge.

School of Graduate Studies Office
The School of Graduate Studies is available to help you along your graduate journey.

Email | sgs@uleth.ca
Phone | 403-329-2742
Office hours | uleth.ca/graduate-studies

Registrar’s Office - Information Centre
The Registrar’s Office provides many services to graduate students.

Email | regoffice@uleth.ca
Phone | 403-320-5700
Office hours | uleth.ca/ross

Accommodated Learning Centre
Students with documented disabilities can receive support through the Accommodated Learning Centre. They provide a wide range of support services including: exam accommodations, assistive technologies, learning strategies, educational support staff and Schedule-4 funding assistance. For more information visit the Accommodated Learning Centre.
Learn More

Career and Co-op Services
Career and Co-op Services (CCS) serves uLethbridge graduate students, who are registered in a graduate program, as they explore careers and search for work. CCS can provide you with support for career exploration, job searching, career preparation and co-operative educational work experience. The co-operative educational work option is available for graduate students registered in either the Master of Arts program, the Master of Science program, or the Master of Science in Management program. For more information visit Career and Co-op Services.

Career and Employment Services
Career and Employment Services (CES) serves uLethbridge students as they explore careers and search for work. CES can provide you with support for career exploration, job searching, career preparation and co-operative educational work experience. As an alumnus, you will continue to have access to these supports for up to two years following graduation. For more information visit Career and Employment Services.

Counselling Services
Counselling Services on the Lethbridge campus offers free, confidential personal, career, and academic counselling to all uLethbridge students. They can assist you with career/educational concerns, developing study skills, managing anxiety, and any other personal issues. For more information visit Counselling Services.

International
International offers assistance and opportunities to both domestic and international uLethbridge students. The International Student Advisor provides international students with ongoing support and advice in all matters including academic and personal concerns, immigration, on and off campus employment regulations, cultural transition, housing, and financial issues. The International Centre also offer programs that will give uLethbridge students international experiences and opportunities. In addition to on-campus events and programming, they support study abroad and exchange opportunities, summer study tours and international internships. For more information, visit University of Lethbridge International.

Indigenous Student Affairs
The likaiisskini: Indigenous Student Centre offers free, confidential service for those students who self-identify as First Nations, Métis, or Inuit. The primary role of the office is to guide, encourage and empower students in the university environment so they achieve their highest potential. For more information, visit the Indigenous Student Affairs at likaiisskini Gathering Place office located in likaiisskini, (Low Horn) First Nations, Métis, and Inuit (FNMI) Gathering Place in Paterson Centre.
Credit Hours vs. Courses

Each course is assigned a specific number of credit hours.

Most courses are worth 3.0 credit hours; however, some are worth more (e.g. 6.0 credit hours) and some are worth less (e.g. 1.5 credit hours). The number of credit hours a course is worth can be found on the timetable or the course description website.
Registration Error Messages

When registering, you may find that you receive an error message at some point along the way. The messages below are the most commonly received error messages and what they mean.

Closed Section or Closed Section - Room Full
The course is full. Students change and drop courses throughout the registration period, so keep trying to register.

CRN does not exist
You have entered an invalid CRN. Check the online schedule for the most up to date information.

Dean’s Approval
This course is not available for registration through the Bridge. Follow the instructions in the notes listed under the course in the timetable.

Errors for linked courses (those courses with lecture, lab, and/or tutorial components)
Examples:
- "Student must also be registered in Tutorial"
- "Student must also be registered in Lab"

You have not correctly registered in a course with lecture, lab, and/or tutorial components. When you register in a course with a linked component, you must enter one of each of the individual required components of the course (one CRN for a section, one for a lab, and/or one for a tutorial) on the ‘Add Classes Worksheet’ before you click ‘Submit Changes’ or you will not be registered in any of the course components.

Examples:
- CRN 10814 for CPSC 1620 SEC A
- CRN 10815 for CPSC 1620 LAB 1 (For Sec A)
- CRN 10818 for CPSC 1620 TUT 01 (For Sec A)
- CRN 11141 for STAT 1770 SEC YY
- CRN 11142 for STAT 1770 TUT 11 (For Calgary)

You must enter 10814, 10815, and 10818 in the textboxes on the ‘Add Classes Worksheet’ in order to register in this course.

Invalid Subject/Course/Section and CRN Combination
You have skipped a textbox (left one in the middle blank) when entering CRNs.

Link Error
You have tried to register in a course with a lecture, lab, and/or tutorial component and one component is missing or full. You must enter a CRN for each required component (lecture/lab/tutorial) before you click ‘Submit Changes’, or try a different combination.

Reserve Closed; No Seat
This course is reserved for students who require it for their program, or there are no more reserved seats left for your program. Reserved seats will be released for general access during the registration period, so keep trying to register. If you require this course for your program, contact a faculty academic advisor. Some faculties offer wait-lists.
Learn More

Time Conflict
You cannot register in courses offered during the same time or where the time overlaps.

You have not met the required prerequisite/corequisite for this course
The course has prerequisites or corequisites that you have not completed.

You may not add or drop courses due to holds on your record
Return to the 'Registrar’s Office' menu and click 'View Holds'. You will have a hold on your account if we are missing documents from you, if you owe money to the uLethbridge etc.

You may register during the following times
You are attempting to register outside of your assigned registration window.
<table>
<thead>
<tr>
<th>Department</th>
<th>Phone</th>
<th>E-mail</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodated Learning Centre (B760)</td>
<td>403-329-2766</td>
<td><a href="mailto:alc@uleth.ca">alc@uleth.ca</a></td>
<td>uleth.ca/ross/accommodated-learning-centre</td>
</tr>
<tr>
<td>Admissions and Transfer (SU140)</td>
<td>403-382-7134</td>
<td><a href="mailto:admissions@uleth.ca">admissions@uleth.ca</a></td>
<td>uleth.ca/ross/admissions</td>
</tr>
<tr>
<td>Athletics (PE209)</td>
<td>403-329-2228</td>
<td>gohorns.ca/staff.aspx</td>
<td>gohorns.ca</td>
</tr>
<tr>
<td>Bookstore (SU210A)</td>
<td>403-329-2611</td>
<td><a href="mailto:bookstore@uleth.ca">bookstore@uleth.ca</a></td>
<td>uleth.ca/bookstore/</td>
</tr>
<tr>
<td>Box Office (W510)</td>
<td>403-329-2616</td>
<td><a href="mailto:boxoffice@uleth.ca">boxoffice@uleth.ca</a></td>
<td>uleth.universitytickets.com/w/</td>
</tr>
<tr>
<td>Cash Office (AH178)</td>
<td>403-329-2469</td>
<td><a href="mailto:cash.office@uleth.ca">cash.office@uleth.ca</a></td>
<td>ulethbridge.ca/financial-services</td>
</tr>
<tr>
<td>Career Bridge (AH153)</td>
<td>403-332-2000</td>
<td><a href="mailto:career.bridge@uleth.ca">career.bridge@uleth.ca</a></td>
<td>ulethbridge.ca/career-bridge</td>
</tr>
<tr>
<td>Co-operative Education &amp; Applied Studies - MA &amp; MSc (AH151)</td>
<td>403-332-2000</td>
<td><a href="mailto:coop@uleth.ca">coop@uleth.ca</a></td>
<td>ulethbridge.ca/career-bridge/co-op</td>
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<tr>
<td>Counselling and Career Services (AH153)</td>
<td>403-317-2845</td>
<td><a href="mailto:career.services@uleth.ca">career.services@uleth.ca</a></td>
<td>uleth.ca/counselling</td>
</tr>
<tr>
<td>Daycare</td>
<td>403-332-4064</td>
<td></td>
<td>uleth.ca/daycare/ or kidscampusdaycare.ca/</td>
</tr>
<tr>
<td>Faculty of Education (TH420)</td>
<td>403-329-2425</td>
<td><a href="mailto:edu.masters@uleth.ca">edu.masters@uleth.ca</a></td>
<td>ulethbridge.ca/edu</td>
</tr>
<tr>
<td>Faculty of Fine Arts (W620)</td>
<td>403-329-2126</td>
<td><a href="mailto:finearts@uleth.ca">finearts@uleth.ca</a></td>
<td>ulethbridge.ca/ffa</td>
</tr>
<tr>
<td>Faculty of Health Sciences (MH3083)</td>
<td>403-329-2699</td>
<td>MN: <a href="mailto:masternursing@uleth.ca">masternursing@uleth.ca</a></td>
<td>ulethbridge.ca/hlsc</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MSc, PhD, Graduate Certificate, Graduate Diploma:</td>
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<tr>
<td></td>
<td></td>
<td><a href="mailto:graduate.health@uleth.ca">graduate.health@uleth.ca</a></td>
<td>ulethbridge.ca/hlsc</td>
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<tr>
<td>Dhillon School of Business (M4047)</td>
<td>403-380-1819</td>
<td>MSc Mgt:</td>
<td>uleth.ca/dhillon</td>
</tr>
<tr>
<td></td>
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<td><a href="mailto:dhillon.msc@uleth.ca">dhillon.msc@uleth.ca</a></td>
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<tr>
<td></td>
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<td>MHS: <a href="mailto:hmgt@uleth.ca">hmgt@uleth.ca</a></td>
<td>ulethbridge.ca/dhillon</td>
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<tr>
<td></td>
<td></td>
<td>Grad Cert in HSM: <a href="mailto:hmgt@uleth.ca">hmgt@uleth.ca</a></td>
<td>ulethbridge.ca/dhillon</td>
</tr>
<tr>
<td>Graduate Students’ Association (MH2041)</td>
<td>403-329-2132</td>
<td><a href="mailto:contact@ulgsa.ca">contact@ulgsa.ca</a></td>
<td>ulgsa.org</td>
</tr>
<tr>
<td>Health Centre (SU020)</td>
<td>403-329-2484</td>
<td><a href="mailto:healthcentre@uleth.ca">healthcentre@uleth.ca</a></td>
<td>ulethbridge.ca/hr/health-centre</td>
</tr>
<tr>
<td>Housing Services (C420)</td>
<td>403-329-2584</td>
<td><a href="mailto:housing@uleth.ca">housing@uleth.ca</a></td>
<td>ulethbridge.ca/housing</td>
</tr>
<tr>
<td>IT Solutions Centre (TH218)</td>
<td>403-329-2490</td>
<td><a href="mailto:help@uleth.ca">help@uleth.ca</a></td>
<td>ulethbridge.ca/information-technology</td>
</tr>
<tr>
<td>International Centre (SU040)</td>
<td>403-329-2053</td>
<td><a href="mailto:international@uleth.ca">international@uleth.ca</a></td>
<td>ulethbridge.ca/international</td>
</tr>
<tr>
<td>Library (Level 10 of the Library Building)</td>
<td>403-329-2265</td>
<td><a href="mailto:gsd.library@uleth.ca">gsd.library@uleth.ca</a></td>
<td>ulethbridge.ca/lib/ask_Us</td>
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<tr>
<td>Recruitment and Student Life (SU065)</td>
<td>403-329-2762</td>
<td><a href="mailto:inquiries@uleth.ca">inquiries@uleth.ca</a></td>
<td>discover.ulethbridge.ca</td>
</tr>
<tr>
<td>Registrar’s Office (SU140)</td>
<td>403-320-5700</td>
<td><a href="mailto:regoffice@uleth.ca">regoffice@uleth.ca</a></td>
<td>ulethbridge.ca/ross</td>
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<tr>
<td>Scholarships and Student Finance (AH115)</td>
<td>403-329-2585</td>
<td><a href="mailto:fin.aid@uleth.ca">fin.aid@uleth.ca</a></td>
<td>ulethbridge.ca/ross/student-finance</td>
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<tr>
<td>School of Graduate Studies (B610)</td>
<td>403-329-2793</td>
<td><a href="mailto:ggs@uleth.ca">ggs@uleth.ca</a></td>
<td>ulethbridge.ca/ggs</td>
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<tr>
<td>Security and Parking Services (L911)</td>
<td>403-329-2603</td>
<td><a href="mailto:security.services@uleth.ca">security.services@uleth.ca</a></td>
<td>ulethbridge.ca/security</td>
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<tr>
<td>Sport and Recreation Services (PE160)</td>
<td>403-329-2706</td>
<td></td>
<td>ulethbridge.ca/sportrec</td>
</tr>
<tr>
<td>Students’ Union (SU180)</td>
<td>403-329-2222</td>
<td><a href="mailto:su.adasst@uleth.ca">su.adasst@uleth.ca</a></td>
<td>ulsu.ca</td>
</tr>
<tr>
<td>Health and Dental Plan (SU180)</td>
<td>403-329-2039</td>
<td><a href="mailto:su.health@uleth.ca">su.health@uleth.ca</a></td>
<td>ulsu.ca/?p=20</td>
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