



Admissions Office / service des admissions

Winter 2012 REGISTRATION TIMELINE FOR NEW STUDENTS

December 15	Deadline to pay winter semester fees to the Business Office.
Prior to arrival	<p>Logon to "myBU" and view "My Registration" to get your in-person registration time for January 9, 2012.</p> <p>Check the "Timetable" and "Academic Calendar" to determine the courses for which you should register. Have some alternate courses in case your first choice of courses is unavailable.</p> <p>Use the "Timetable Grid" to help you plan your course schedule.</p> <p>Print, read and sign "Charter of Student Rights and Responsibilities".</p>
January 7	Get ID card at Residence & Conferences Office (Paterson 1) 9:30 am – 4:30 pm
January 9	<p>In-person registration at <i>the Gait</i> in the Student Centre</p> <p>Bring:</p> <ul style="list-style-type: none">• Bishop's ID card• Tentative course selections• Signed "Charter of Student Rights and Responsibilities".• \$2 for mailbox key deposit
January 10	Write EWP test in Nicolls 1 - 2 6:30pm – 8:30pm
January 10	Classes begin
January 10-19	Late registration Admissions Office: McGreer 211
January 10-19	Add/Drop/Change course registration Records Office: McGreer 225



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Registration Procedure

Bishop's faculty prides itself on student / faculty interaction and this begins even before classes begin. All first-time Bishop's students register in person with a member of the Bishop's faculty specializing in their major area of study.

You are expected to familiarize yourself with the registration procedure prior to your arrival at Registration. Please read all instructions in this section of the website carefully. You should prepare yourself for registration by considering which courses you wish to take, and by developing, if possible, at least a tentative schedule and a list of alternate courses before you enter the Registration area.

The Departmental Chairperson or the Divisional Dean are the best sources for specific information on your program's academic requirements, and can be contacted prior to and during the registration period, as well as at any time during the semester. Make the best use of your time and theirs by being prepared before you meet with them.

Registration Marshals will be at the entrance and the exit and directing traffic through the registration area; they will be available to answer any questions you might have.