



Admissions Office / service des admissions

IN-PERSON REGISTRATION: JANUARY 9, 2012

Location: *The Gait* in the Student Centre

Online campus map:

www.ubishops.ca/fileadmin/bishops_documents/about_bu/files/Bishops_map_finale4_11x17.pdf

Important Notes:

1. Late registration fees and regulations will apply if:
 - a. You do not register during your specific time period
 - b. If you leave the registration area without turning in your registration form at the validation table
2. Fees for the Winter 2012 semester must be paid in full to the Business Office (or the appropriate form relating to loans and bursaries signed and submitted to the Business Office) by December 15, 2011. If your student account is not cleared by January 1, 2012, your registration eligibility may be affected.
3. Your Bishop's I.D. card (Gaiter Card) must be presented in order to register. Your card can be obtained at the Residence and Conference Office (Paterson 1) on the following dates:

January 7	9:30 am to 4:30 pm
Beginning January 9: Monday through Friday	8:30 am to 4:30 pm

CLASSES BEGIN Tuesday, January 10, 2012



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IN-PERSON REGISTRATION PROCEDURE

Step 1 - Check in to register and pick up your registration file

Present your Bishop's I.D. card so that your name can be checked off the student master list.

Hand in your Student Charter of Rights and Responsibilities disclaimer

(PDF available online at:

www.ubishops.ca/fileadmin/bishops_documents/registrarial_services/files/new_degree_students/charter-student-righths.pdf).

Pick up your registration file, which contains your academic record, a registration form and any extra information which may be of interest to you.

Step 2 - See the Writing Proficiency Coordinator

Your registration form must be validated (and stamped) at the WPP desk before proceeding with course selection. Validation may include a required registration in EWP 099 or another course specified by the WPP staff.

Step 3 - Choose your courses

BUSINESS COURSES:

Students not in B.B.A. or B.A. (Business)

Proceed directly to the "non-Business students" table in the Business Administration area. Have your selected Business electives confirmed and initialled, then continue with your registration as in "All other courses".

Students in B.B.A., B.A.(Business) – Proceed directly to the "Business students" table in the Business Administration area. Have your selected Business courses confirmed and initialled, then continue with your registration as in "All other courses".

ALL OTHER COURSES:

For each course:

1. Complete the registration form indicating the course in which you wish to register, including section number, credits, title, and time period.
2. See the appropriate Department to register in that course.

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- a. Specific permission for each course registration must be indicated by the initialling of the registration form next to the appropriate course by a faculty member. Courses not initialled will not be processed.
- b. Only courses in which a student is formally registered should appear on the form. All others must be clearly crossed out.
- c. Pre-printed courses cannot be crossed off. You must use a pink add/ drop form to change pre-registered courses.

DO NOT INCLUDE COURSES FOR WHICH YOU HAVE BEEN PLACED ON A WAITING LIST.

Step 4 - Have your registration verified

There are three parts to this process:

1. Your registration form will be checked for completeness and accuracy.

If a course is incorrectly entered on the form, a required signature or initial is missing, or you have registered in more than the maximum number of courses without specific permission of the Dean, you will be directed back to the selection area (AND the end of the lines!).

2. Your numbered registration file will be collected.

DO NOT LEAVE THIS CHECK POINT WITH YOUR FILE.
Remind the marshal to take it if they forget to request it.

3. The original of your registration form (white copy) will be collected in the data verification area. The yellow copy is your proof of registration, to be presented when required. Please keep it for your records.

DO NOT LEAVE THE REGISTRATION ROOM WITH YOUR REGISTRATION FORM.
If you do not turn in your registration form at the validation table, you will be charged the appropriate late registration fee when the form is submitted.

Step 5 - Pick up your on-campus mailbox key (full-time students only)

Your on-campus mailbox number will be validated and you will be given your mailbox key on payment of the \$2.00 deposit, refunded at the end of the academic year.

Your on-campus mailbox is your official address during the semester/school year.

REGISTRATION IS NOW COMPLETE.

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Late registration

Students who do not register before 4:00 pm on January 9, 2012 must register using the late registration procedure through the Admissions Office.

A \$100 late registration fee will be charged. Payment must be made to the Business Office (in cash, by certified cheque or bank card) **before** a student will be permitted to register.

IMPORTANT: See the Admissions Office (McGreer 211) as soon as possible following your arrival on campus. Course availability decreases every day after January 9.