Registration Tips – Current Students

Remember, it is your responsibility to ensure that all program requirements and deadlines are met; some of the most common areas are addressed below. Please review the information carefully, but keep in mind that University regulations prevail over this publication if discrepancies exist.

Your grades are important. Make sure you review the academic standing criteria for your program.

Verify the Accuracy of Your Program
Obtain and complete a Request for Program Check form from the Undergraduate Student Services Office (Humanities Centre) or from the forms cabinet on our website. Please note that these forms should be submitted as early as possible. Because of workload commitments, we require three weeks at minimum to complete a program check.

At certain times during the spring, summer and first week of classes in each term, we are unable to give priority to program checking. To ensure that a program check is done by add/drop deadlines, please submit your completed form as follows:

- Prior to August 1 for any programs which include courses beginning in September.
- Prior to December 1 for any programs which include courses beginning in January.

University policy (Calendar §23.1.2) states that students are required to meet degree program requirements in effect at the time of first admission (or readmission) to the program. You should, therefore, refer to the appropriate Calendar to find the detailed requirements for your program.

Basic Requirements
Courses to meet basic/core requirements must be selected from Arts Chart 1 in the appropriate UofA Calendar and follow the links to the Calendar for your admission year and then to the Faculty of Arts. If you have not yet completed all of the basic requirements, these must be a priority in your next registration.

Residence Requirements
See UofA Calendar section 43.3 for specific minimum credit requirements for the BA program in Faculty of Arts credits, Faculty of Science credits, and minimum credits to be completed at the University of Alberta including requirements for your major and minor.

Major/Minor Requirements
Check the UofA Calendar under Previous Calendars for the year of your admission (or readmission), or the current UofA Calendar. Consult Department Advisors regarding course selection in your major and minor. Take your transcript and/or your program form with you when consulting any advisor. Registration in many senior-level courses is restricted to students with majors or minors in the subject. For this reason, if you have not already done so, you are encouraged to declare your major and minor (or second major) as soon as possible. Declaration or Change of Major/Minor forms are available from the USS Office or from the forms cabinet on our website.

Course Selection must be approved prior to the beginning of classes by Department Advisors for students in the following programs: BA Honors, BA in Criminology, BDes, BFA (Art and Design and Drama), BA (Drama)/BEd combined, BMus and BMus/BEd combined.

Note for students in their final year: In order to convocate, all students must submit an Application for Degree on Bear Tracks beginning March 15 for Fall Convocation and October 01 for Spring Convocation. The deadline to Apply for Degree is:

- September 1 (for Fall Convocation)
- February 1 (for Spring Convocation)
- Late Applications are not considered

We encourage you to submit your application early -- by October 15 if you are planning to convocate in Spring and by March 22 if you are planning to complete program requirements for Fall convocation. Early program checking allows time for you to make changes to your final term registration if necessary.

- Do Not Exceed the Maximum Course Limits
All programs have a maximum number of junior courses permitted for degree credit. Most programs also have a maximum number of courses permitted in the major, minor, or second major. Review the UofA Calendar for the year in which you were admitted or readmitted to determine the maximum number for your program, and do not exceed it. Degree credit will not be granted, under any circumstances, for any courses taken above the maximum.

Do Not Take Courses from other Institutions unless prior permission of the Faculty has been granted. See UofA Calendar §42.2(3) for details.
Awards
All students are strongly encouraged to contact Student Awards regarding eligibility for awards and deadlines. In addition, there are a number of Faculty-specific awards intended for students who can demonstrate financial need. The General Application form for the current Faculty of Arts Administered Awards will be distributed by email to all registered students in April and will be found on the forms cabinet on our website after distribution.

Final Examinations Schedules
You can now review your tentative exam schedule for the December and April Exams via a link in Bear Tracks. This tentative schedule is based on your particular registration and includes tentative times and dates for your exams. Your final personalized exam schedule will still be available late in each term. Keep in mind, this schedule is tentative and subject to change!

See Bear Tracks...
For registration, class schedules, exam schedules, to review grades and your unofficial transcript, change your address and phone number, apply for degree, view financial holds, and much more.

UNDERGRADUATE STUDENT SERVICES OFFICE
Humanities Centre** / 780-492-4295
HOURS OF OPERATION
Monday - Friday
10:00 a.m. – 3:30 p.m.

Advising is available on a drop in basis at the front desk. Please contact the Office for available times.
** The office will be moving in Spring 2015, notification of the new location will be sent to students before the move takes place.

Check U of A Email Regularly
See §20.3 Electronic Communication Policy for Students and Applicants
It is your responsibility to check your U of A email account on a regular basis. If USS staff need to contact you for any reason, including whether we have any questions about your program or if correspondence is loaded to your Bear Tracks account, your ualberta email account will be used.

Read the Regulations
The following sections are listed on the UofA Calendar and at the beginning of the University Calendar. These regulations are important to you and should be reviewed before you start classes:

Academic Schedule, §11 - This section notes important deadlines such as fee payment, course deletion and withdrawals, obtaining full and partial refunds, applying for your degree, etc.
Academic Regulations, §§21-23 - These sections cover topics related to Grading and Examinations, such as what to do if an examination is missed due to illness, etc;

Reregistration in courses, §22.1.3 - Students are permitted to re-register in a course just once if they have failed, withdrawn, or audited the same course previously unless prior permission has been granted by this office. Such permission is seldom granted, and when it is, the course may be declared “Extra to Degree”. If you plan to take a course for a third time and have not already obtained permission - DON’T!

Student Services, §24 - This section outlines the different services available to assist you with your studies as well as other aspects of your life at the University.

Code of Student Behaviour, §25
See University Governance for details on all student codes of conduct, including the Codes of Student Behavior and Applicant Behaviour. Also see the Faculty of Arts information Don’t Do It!

The Faculty of Arts strictly adheres to all University deadlines. Please note that the University does not waive or extend deadlines for course deletion (complete refund) or course withdrawal (50% refund) for any reason. The Faculty has no authority to entertain any appeal in matters concerning fee refunds, so please spare yourself needless grief: READ THE ACADEMIC SCHEDULE §11 in the UofA Calendar for IMPORTANT DEADLINES.

Don’t Forget...
You can review your timetable on Bear Tracks anytime after you can begin registering. It is your responsibility to make sure your timetable reflects your correct degree program, major, and course selection. Check Bear Tracks to review your finalized timetable. You are responsible for tuition and fees for your registration once the registration deadline has passed, so ensure your timetable is an accurate reflection of your intentions.