How to add a term of personal leave

Students with questions can contact Graduate Admissions and Records for information or assistance (garo@uvic.ca).
Leaves of absence are available to graduate students for a variety of reasons or circumstances after completion of a minimum of one term in their graduate program. Tuition fees are not assessed during leaves. All supervisory processes are suspended while students are on a leave. Students can neither undertake any academic or research work nor use any of the University’s facilities during the period of the leave.

Leaves of absence are normally granted in 4-month blocks, to coincide with the usual registration terms.

- Students in **Doctoral degree programs** may take a maximum of 6 terms within the maximum 7-year period allowed.
- Students in **regular Master’s degree programs** may take a maximum of three terms within the maximum 5-year period allowed.
- Students in approved **one-year master’s programs** may take only one term of personal leave unless a second term of leave has been approved by the Dean of Graduate Studies.
- Students enrolled in **Diploma programs** may take a maximum of two terms of personal leave.
- Students enrolled in **Certificate programs** may take one term of personal leave.
Graduate students in degree, certificate, and diploma programs who require a leave of absence or wish to withdraw must do so formally. **Personal leaves** can be processed directly by the student using the UVic portal system.

The personal leave page is accessed by selecting the Student Services menu and Graduate Student Personal Leave from the items in the Registration menu. The student must select an available term. A check box is presented if the student is eligible to add a term of personal leave for the selected term.

The **deadline to add a term of personal leave** is normally the last day for a 100% fee refund for the selected term.
Who is not permitted to add a term of personal leave through My Page?

1. Students in the first term of their graduate program.
2. Students who are not considered to be ‘active’ for the selected term.
3. Students whose program time limit has expired.
4. Students who have a hold that prevents registration.
5. Students who have not enrolled in courses in the last three terms prior to the term selected. Such students should contact the appropriate clerk in Graduate Admissions and Records if they wish to add a term of personal leave.
6. Students who have an academic standing at the graduate level that prevents registration.
7. Students who have course registration at any level for the term selected. Students who are enrolled in another program at the same time as their graduate program (e.g. MBA and JD) should contact the appropriate clerk in Graduate Admissions and Records if they wish to add a term of personal leave.
8. Students who are not pursuing a UVic graduate certificate, diploma, or degree program.
9. Students who have reached the maximum number of terms of personal leave allowed.
10. Students who are already on a term of personal leave for the term selected.
11. Students who are otherwise ineligible to have registration access for the selected term.
To access the University of Victoria’s Student Registration system, click on the Sign in to UVic icon from www.uvic.ca/mypage.
UVic Student Registration

Add a term of personal leave

Enter your **user name** (Netlink ID) and **password** and click "sign in".

If you do not have a Netlink ID or have forgotten your password, visit the Netlink site at [http://netlink.uvic.ca](http://netlink.uvic.ca).

Protect your Netlink ID:
- Watch out for sites or emails that pretend to be legitimate and ask for your Netlink ID and password.
- Report suspicious requests for your Netlink ID and password.
- Learn more about how to protect your account and computer.

Status of our services:
- Email
- Connectivity
- WebApps
- Storage
- Telephone
UVic Student Registration  Add a term of personal leave

Click on the **Student Services** tab on the main menu:
Select **Registration** from the Student Services Menu bar:

From the **Student Services** tab, select **Registration** from the menu bar to access the UVic Registration system.
UVic Student Registration

Add a term of personal leave

Select Graduate Student Personal Leave from the Registration menu:
Select a Term from the options provided. Personal leaves can only be added for one term at a time.

Using the drop down option, select the appropriate registration term. Click Submit.
If you are eligible to add a term of personal leave for the selected term, a check box will be presented.

1. Click the box to select the term of personal leave.
2. Click the **Confirm** button to add the term of personal leave to your student record.

**Notes:**

If the box is ticked and you select the **Cancel** button the tick will be removed.

If there is no tick in the box and you select **Confirm**, you will be returned to the registration term selection page.
The term of personal leave is confirmed.
Warning:

There is no ‘Undo’ button. Once you have confirmed the term of personal leave you cannot ‘drop’ it yourself. If you need to have the term of personal leave removed, contact the appropriate clerk in Graduate Admissions and Records for assistance.
How is the term of personal leave recorded on my transcript?
Thank you for taking the time to view this Student Registration Training Tutorial.

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