STUDENT REGISTRATION TUTORIAL:
HOW TO USE THE TIMETABLE BUILDER
What is Timetable builder

The Timetable builder allows you to build a mock-up of a class schedule before proceeding with full registration.

It will give you a week-by-week visual perspective that will help you eliminate time conflicts, select labs, lectures and tutorials that will fit well in your weekly schedule and allow you to view course information such as class enrolment, waitlists, pre-requisites or course restrictions.

Once you have built your sample timetable for a specific term of study you can proceed to the Registration screen where you can transfer the courses to your schedule in one simple step.

Sign in to your UVic MyPage with your Netlink ID and password at www.uvic.ca/mypage and start building your timetable today!
Timetable builder location on My page

In Student Services:
- Click on Registration
- Select Timetable builder from the menu options
If you do not see the **Registration** button

- You may have selected a term for which registration is not available.
- In most cases it means that registration has not yet opened for a future term. Check the term you have selected.
- It could also relate to your **Registration Status**. Check your **Registration Status** to ensure that there will be no delays in accessing the online registration system.

### Check Registration Status

**NOTE:** If an exclamation point 🔄 appears on any of the lines below, you will be unable to register.

- You may register at any time during the valid registration period unless registration is not permitted due to other reasons. See below.
- You have Holds which will prevent registration.
- Your Academic Standing permits registration.
- Your Student Status permits registration.
Select a **Term**

From the drop-down menu:
- Select **the Term** then **click Continue**
- You can only add or drop classes or look up classes for one term at a time
Search for courses

Enter search fields

Choose the criteria for your courses. At least one Subject must be selected. All other values are optional. Click Search at the bottom of this form to generate a list of courses.

Use Ctrl-click to select multiple values.
Associated Term: Summer Session

Subject:

- Nursing Advanced Practice (NURA)
- Nursing Policy and Practice (NURP)
- Nursing Practitioners (NUNP)
- Pacific and Asian Studies (PAAS)
- Philosophy (PHIL)
- Physics (PHYS)
- Political Science (POLI)

Enter all or part of a course number: (optional)

Tip: Entering the first digit of the course number you will show results in that course range; only 200-Level courses.

Number:

A subject is required; all other information is optional. To search from a list of all courses, scroll to the bottom of the page and click "Search".

Search | Worksheet | Reset | Return to Term

Release: 8.1.1
Refining your search

Enter all or part of a course number: (optional)

Tip: Entering the first digit of the course number you will show results in that course range only. EG: 2 will yield only 200-Level courses.

Number: [Field]

Only include campuses selected. UVic campus is M (Main).
Campus: [All Campuses, Duncan, BC, Main]

Instructional Method: [Field, On-line, On-line with some Face to Face]

Days: [Mon, Tue, Wed, Thu, Fri, Sat]

Start Time: [Hour, Minute, am/pm]

End Time: [Hour, Minute, am/pm]

Instructor: [All Instructors, Adams, Michael, Althaus, Catherine, Angin, James, Antoniou, Andreas]

Open Sections Only?: [ ]

Schedule Type: [All Schedule Types, Discussion, Gradable Lab]

Actual Waitlist Count: [All Waitlist Counts, 0, <10]

Click Search to generate list of courses to match your search criteria. Click Return to Term to discard your search and return to select a new term.
### Reading search results

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course &amp; Sect.</th>
<th>Title</th>
<th>Max.</th>
<th>Enrl.</th>
<th>Rem.</th>
<th>Wait.</th>
<th>Units</th>
<th>Campus</th>
<th>Instructor</th>
<th>Status</th>
<th>Restrictions?</th>
<th>Linked?</th>
</tr>
</thead>
<tbody>
<tr>
<td>31496</td>
<td>POLI 103 A01</td>
<td>THE WORLDS OF POLITICS</td>
<td>100</td>
<td>26</td>
<td>74</td>
<td>0</td>
<td>1.5</td>
<td>M</td>
<td>Dr. Janni Aragon</td>
<td>Open</td>
<td>No</td>
<td>Linked</td>
</tr>
</tbody>
</table>

There are currently 74 spaces remaining in this course.

This is a "linked" section which means that by selecting this lecture, you must also select the corresponding LAB or TUTORIAL section for this course.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course &amp; Sect.</th>
<th>Title</th>
<th>Max.</th>
<th>Enrl.</th>
<th>Rem.</th>
<th>Wait.</th>
<th>Units</th>
<th>Campus</th>
<th>Instructor</th>
<th>Status</th>
<th>Prereq:</th>
</tr>
</thead>
<tbody>
<tr>
<td>31704</td>
<td>BCMB 680 A01</td>
<td>ADVANCED RESEARCH SEMINAR</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>BCMB 580 COM OR BIOC 580 COM OR MICR 580 COM</td>
</tr>
</tbody>
</table>

This course has a pre-requisite requirement.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course &amp; Sect.</th>
<th>Title</th>
<th>Max.</th>
<th>Enrl.</th>
<th>Rem.</th>
<th>Wait.</th>
<th>Units</th>
<th>Campus</th>
<th>Instructor</th>
<th>Status</th>
<th>Prereq:</th>
<th>Waitlist</th>
</tr>
</thead>
<tbody>
<tr>
<td>30346</td>
<td>ENGL 437B A01</td>
<td>MODERN DRAMA SINCE WW II</td>
<td>35</td>
<td>34</td>
<td>1</td>
<td>3</td>
<td>1.5</td>
<td>M</td>
<td>Gerry Baillargeon</td>
<td></td>
<td>ENGL 100</td>
<td></td>
</tr>
</tbody>
</table>

Course is "full" but you can add yourself to the waitlist.
### Building a worksheet

Select the courses you would like to add to your timetable
- Click **Worksheet** at the bottom of the page

<table>
<thead>
<tr>
<th>Select</th>
<th>CRN</th>
<th>Course &amp; Sect.</th>
<th>Title</th>
<th>Max.</th>
<th>Enrl.</th>
<th>Rem.</th>
<th>Wait.</th>
<th>Units</th>
<th>Campus</th>
<th>Instructor</th>
<th>Status</th>
<th>Restrictions?</th>
<th>Linked?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>11597</td>
<td>PHYS 102 A01</td>
<td>GENERAL PHYSICS</td>
<td>180</td>
<td>0</td>
<td>180</td>
<td>0</td>
<td>1.5</td>
<td>M</td>
<td>Alexander</td>
<td>Open</td>
<td>No</td>
<td>Linked</td>
</tr>
</tbody>
</table>

**Prereq:**
- Mon Thu 11:30 - 12:50 Elliott Building 168

<table>
<thead>
<tr>
<th>Select</th>
<th>CRN</th>
<th>Course &amp; Sect.</th>
<th>Title</th>
<th>Max.</th>
<th>Enrl.</th>
<th>Rem.</th>
<th>Wait.</th>
<th>Units</th>
<th>Campus</th>
<th>Instructor</th>
<th>Status</th>
<th>Restrictions?</th>
<th>Linked?</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔</td>
<td>12786</td>
<td>PHYS 102 A02</td>
<td>GENERAL PHYSICS</td>
<td>148</td>
<td>0</td>
<td>148</td>
<td>0</td>
<td>1.5</td>
<td>M</td>
<td>Open</td>
<td>No</td>
<td>No</td>
<td>Linked</td>
</tr>
</tbody>
</table>

**Prereq:**
- Tue Wed Fri 09:30 - 10:20 Elliott Building 167

<table>
<thead>
<tr>
<th>Select</th>
<th>CRN</th>
<th>Course &amp; Sect.</th>
<th>Title</th>
<th>Max.</th>
<th>Enrl.</th>
<th>Rem.</th>
<th>Wait.</th>
<th>Units</th>
<th>Campus</th>
<th>Instructor</th>
<th>Status</th>
<th>Restrictions?</th>
<th>Linked?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1287</td>
<td>PHYS 102 A03</td>
<td>GENERAL PHYSICS</td>
<td>148</td>
<td>0</td>
<td>148</td>
<td>0</td>
<td>1.5</td>
<td>M</td>
<td>Open</td>
<td>No</td>
<td>No</td>
<td>Linked</td>
</tr>
</tbody>
</table>

Select the courses you would like to include in your sample timetable by clicking the checkbox. Be sure to note whether the course is "linked" or not; if it is, you will need to add the corresponding LAB or TUTORIAL for all LECTURE sections.
Getting more information about a course

Click CRN or TITLE links to get more information about the course.

Click Return to go back to the worksheet.

<table>
<thead>
<tr>
<th>Select</th>
<th>CRN</th>
<th>Course &amp; Sect.</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>31233</td>
<td>PHIL 201 A01</td>
<td>CRITICAL THINKING</td>
</tr>
</tbody>
</table>

Mon Tue Wed Thu Fri 10:30 - 12:20 Cornett Building B143

Restrictions and Prerequisites
Degree Restriction:

Provides information such as course requirements, class and waitlist capacity and schedule.

Enrolment and Waitlists
Maximum Enrolment: 65
Actual Enrolment: 60
Remaining Enrolment: 5
Maximum Waitlist: 100
Actual Waitlist: 0
Remaining Waitlist: 100

Schedule
Course Dates:
Days       Time        Building     Room    Schedule    Instructor
Mon Tue Wed Thu Fri 10:30 - 12:20 Cornett Building B143 Lecture Carrie Klatt

Linked?: No

Click CRN or TITLE links to get more information about the course.
Click Return to go back to the worksheet.
Timetable builder overview

Associated Term:

Remove | CRN  | Subject | Title            | Units | Linked Course?
------- |------ |--------- |------------------ |------- |-----------------
        | 81233| PHIL 201| CRITICAL THINKING | 1.50  |                
        | 36610| PHIL 232| MORAL PROBLEMS: CONTEMPORARY | 1.50  |                
Totals: |       |         |                  | 3.00  |                

Your selected courses will be listed here; to remove a course, click the Remove box and click "Update Worksheet".

Are any of your courses "linked"? If yes, be sure you have selected both the lecture section as well as the corresponding lab or tutorial to complete course requirements.

Only courses scheduled during this week will appear in the following table. Be sure to check the second week of the term, as often the first day of classes in the term occurs mid-week.

Conflicts will appear as two or more courses in the same time slot.

You are not registering in courses at this time.

To register: If you are authorized to register, you may transfer these courses to your registration worksheet by clicking the "Register" button on this page. If you are not yet authorized to register, make a note of all of your desired 5-digit CRN numbers and click on the Add or Drop Classes tab when registration is available. Enter the CRN's into your Student Worksheet and follow the instructions provided.

To print this timetable, use your browser's print function or you may highlight the timetable information and copy/paste it into a word processor or spreadsheet.

To add more courses to the timetable, click the Return to Search button.

To discard this worksheet and begin one for a new term, click the Return to Term button.

Completion of this worksheet does not guarantee registration in your selected courses.
### Time conflicts

Conflicts will appear as two or more courses in the same time slot.

Courses that appear in the same time slot are in conflict.
### Time conflicts

**Associated Term:** Summer Session

<table>
<thead>
<tr>
<th>Remove</th>
<th>CRN</th>
<th>Subject</th>
<th>Title</th>
<th>Units</th>
<th>Linked Course?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>31494</td>
<td>ANTH 100 A01</td>
<td>INTRO TO ANTH</td>
<td>1.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>31508</td>
<td>ANTH 240 A01</td>
<td>ARCHAEOLOGY</td>
<td>1.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>31233</td>
<td>PHIL 201 A01</td>
<td>CRITICAL THINKING</td>
<td>1.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30610</td>
<td>PHIL 232 A01</td>
<td>MORAL PROBLEMS: CONTEMP’RY</td>
<td>1.50</td>
<td></td>
</tr>
<tr>
<td>✓</td>
<td>31496</td>
<td>POLI 103 A01</td>
<td>THE WORLDS OF POLITICS</td>
<td>1.50</td>
<td>Linked</td>
</tr>
<tr>
<td></td>
<td>31520</td>
<td>POLI 103 T05</td>
<td>THE WORLDS OF POLITICS</td>
<td>0.00</td>
<td>Linked</td>
</tr>
<tr>
<td></td>
<td>31364</td>
<td>POLI 376 A01</td>
<td>POLITICS IN INDIA</td>
<td>1.50</td>
<td></td>
</tr>
</tbody>
</table>

**Totals:** 9.00

Find the course in conflict, make your selection and click **Update Worksheet** to remove it.
Record the Course Reference Numbers (CRN)

<table>
<thead>
<tr>
<th>Remove</th>
<th>CRN</th>
<th>Subject</th>
<th>Title</th>
<th>Units</th>
<th>Linked Course?</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td>11997</td>
<td>ANTH 200 A01</td>
<td>CULTURAL AND SOCIAL ANTH</td>
<td>1.50</td>
<td>Linked</td>
</tr>
<tr>
<td>□</td>
<td>11998</td>
<td>ANTH 200 T02</td>
<td>CULTURAL AND SOCIAL ANTH</td>
<td>0.00</td>
<td>Linked</td>
</tr>
<tr>
<td>□</td>
<td>13249</td>
<td>POLI 201 A01</td>
<td>CANADIAN INSTITUTIONS OF GOVT</td>
<td>1.50</td>
<td>Linked</td>
</tr>
<tr>
<td>□</td>
<td>13250</td>
<td>POLI 201 T01</td>
<td>CANADIAN INSTITUTIONS OF GOVT</td>
<td>0.00</td>
<td>Linked</td>
</tr>
<tr>
<td>□</td>
<td>12190</td>
<td>POLI 300C A01</td>
<td>POST ENLIGHT POLI THOUGHT</td>
<td>1.50</td>
<td></td>
</tr>
<tr>
<td>□</td>
<td>13510</td>
<td>POLI 313B A01</td>
<td>AMERICAN PUBLIC POLICY</td>
<td>1.50</td>
<td></td>
</tr>
</tbody>
</table>

Totals: 6.00

**THERE IS CURRENTLY NO WAY TO SAVE YOUR WORKSHEET.**

If you are not ready or not eligible to register, either print this page as a pdf to access later or make a note of the CRNs that you have selected in order to easily add them to your worksheet when you are ready to proceed.

**IF YOU DO NOT PROCEED TO COURSE REGISTRATION, YOUR TIMETABLE DATA WILL BE LOST AND YOU WILL HAVE TO START OVER.**
Register for the courses in your timetable

Click Register to proceed to the Add/Drop course page.
Register for the courses in your timetable

- You will be brought to the Add/Drop courses page
- Your CRNs will be added to the worksheet
- To proceed with registration, click Submit Changes
Course registration

• Courses will be added to your schedule as long as you meet the course requirements.
• During the summer, when final high school grades are arriving and transfer credit is being evaluated, prerequisites are not being checked by the registration system for students who are new, international exchange, degree holders (with transfer credit), visiting or diploma students. If your prior studies do not meet the prerequisite requirements for the course you should not register unless permission is granted from the department.
• If a course is full, you may choose to add yourself to the waitlist; please review the tutorial on Waitlists for details.
Registration errors

- You may encounter various Registration Add Errors. In each case, read the message carefully and speak to your department or your academic adviser if you feel that the message is incorrect.

- For example if you see a Prerequisite Error but you feel that you do have the necessary course(s), the department of the course you are trying to add should be notified.

- Please review the “How to Register” tutorial for more information about registration errors.