Course Planning and Registration Process

University of Victoria

Before you begin:

- Review registration tutorials and step-by-step guides at www.uvic.ca/course-registration

Steps to your course planning and registration:

> **STEP 1:** Review courses offered at UVic

A. Review the **UVic Course List for Short-Term International Students 2024-25 to find courses that interest you.**

- This course list is intended to make selecting courses at UVic easier. It includes courses that are recommended by the academic departments. It is also noted if these courses do or do not require approval to register.
- Courses that do require approval to register are those with prerequisites, co-requisites, restrictions, or special arrangements.

B. Review the **UVic Academic Calendar September 2024 - April 2025**
    Go to www.uvic.ca/calendar

- Select Undergraduate (or Graduate) from the top menu
- Click on the **Courses** tab from the left menu
- Select the **Field of Study** to see lists of courses

b Check each course for any prerequisites, corequisites, restrictions or special arrangements required.

- **Prerequisite:** A course or other requirement that must be completed prior to taking the selected course.

    If a course has one or more prerequisites, you are required to provide proof that you have met each prerequisite with a comparable course or courses at your home university.

- **Corequisite:** A course or other requirement that must be completed before or at the same time as the selected course.

    If a course has one or more corequisites you will need to plan to take each corequisite course at UVic or show that you have completed comparable courses at your home university. If you plan to take a corequisite course at UVic it may also have prerequisites which you will also be required to meet.

- **Restrictions or special arrangements required:** Examples include permission of the department and 3rd year standing.

STEP 2: Select courses

A. **Create a list of courses**

* **Important to note**

  - At this step, we recommend you choose <u>**seven**</u> courses per term as you might not receive permission for courses which require pre-approval to register and space may be limited.

D. Check with your program adviser at your home university or agency

a Find out about regulations regarding the maximum or minimum number of units and types of courses you are required to take while studying abroad. UVic considers 7.5 units per term to be a full course load, though students are considered "full time" as long as they are registered in at least 6.0 units per term. Most courses at UVic are 1.5 units.

STEP 3: Submit your course requests

A. **Prepare and submit one request via our on-line form for <u>each</u> course with prerequisites, corequisites, restrictions or special arrangements to be reviewed**

* **Important to note**

  - If you have only chosen courses which do not require approval, please go directly to **Step 4.**
  - The purpose of this step is to ensure that you have an appropriate academic background to succeed in the courses you are interested in taking while studying at UVic. A departmental adviser or course instructor will approve <u>or</u> not approve courses with prerequisites and/or corequisites based on the information that you provide.
  - Please submit only <u>**one**</u> course request with supporting documents in each email.

Instructions for <u>each</u> course request

b Complete a Course Request Form if the course has prerequisites, corequisites, restrictions or special arrangements listed in the UVic Academic Calendar.

c For each course request, send the following documents to goglobal@uvic.ca (in English):

  - **Academic transcript and list of in-progress courses**
  - **Course descriptions** from your home university's Academic Calendar of the courses you have completed that are comparable to UVic's prerequisites and/or corequisites.
  - **Detailed course outlines or syllabi** from your home university for these courses that you have completed.
  - **List of textbooks** (including authors, year of publication and edition) for these courses you have completed.

d Await a response from your UVic adviser. Advisers or instructors may contact you directly via email if they need additional information or clarification.

STEP 4: Plan your proposed class schedule

A. Plan your proposed class schedule

a Choose **3-5** of your seven selected courses (from **Step 2**) for each term you will study at UVic.

b Use a blank timetable (provided with these instructions) to plan your intended class schedule so that there are no time conflicts between lectures, labs and tutorials.

c You may have to go back to **Steps 2 and 3** if your intended class schedule (timetable) has time conflicts.

d You can find the available dates and times for classes, lectures, labs and tutorials:

- Sign into My Page at www.uvic.ca/mypage
- Click **Student Services** on the left
- Select the **Registration** tab at the top
- Click **Search for classes**
- Search by term and subject

e Remember to schedule labs or tutorials if they are included in the course description.

f You can use the **Timetable Builder** tool through My Page to ensure you do not have any scheduling conflicts. You are not required to use this tool.

STEP 5: Receive course request decisions

A. Receive emails with decisions regarding your course requests

∗ **Important to note**

- You may not receive all decision emails at once.
- The purpose of this step is to confirm whether you have been granted permission, by a departmental adviser or course instructor, to register in the courses you requested. If you were not granted permission for enough courses to meet the requirement of your program you will need to choose and request different courses.
- Repeat **Steps 1, 2, 3 and 4** for each **new** course to be reviewed.
- Departmental decisions are final. Please do not submit a second course request for courses which have not been approved.

a Receive one of three possible responses for each course request you have submitted:

1. **Approved:** You are approved to register in the course you have requested when registration opens for you.
2. **Pending:** More information is needed by the departmental advisers or course instructors. In this case, they will contact you for more information before a final decision is made.
3. **Not approved:** You are not approved to register in the course you requested.

STEP 6: Register for courses as soon as course registration opens

Important to note

- In **early June**, you will be assigned a registration date and time via email from UVic. You will not be able to register in classes, labs and tutorials before this date.

- Course registration is subject to availability and space. It is **very important** to register on the day and time you have been assigned as classes fill up quickly.

- <u>Do not</u> register for any courses for which you have submitted a course request and not received permission; if you register without permission, you will be removed from these courses.

- Review registration tutorials and guides at www.uvic.ca/course-registration.

A. Find out your registration date and time
1. Sign in to My Page at www.uvic.ca/mypage
2. Click **Student Services** on the left
3. Click **Registration** tab at the top and
4. Click **Registration Status**

B. Register in courses for the First Term (September-December) and Second Term (January-April) on your registration date in June

✱ **Important to note**

All UVic students are given a registration date in June. If you delay your registration, courses will fill up and you may not be able to get a space in the class. It is very important to register on the day and time you have been assigned, as participation in courses is subject to availability and space.

If you have questions or need clarification on the steps outlined above, please email the appropriate contact:

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